Please e-mail your building plan to Justine Palabrica by **December 15** for review and approval.

WA-AIM Spring – Grades 3-8 and 10-12: *January 29 – April 24, 2024*

The Washington Access to Instruction & Measurement (WA-AIM) is the alternate assessment for students with significant cognitive disabilities. The WA-AIM will be used for federal and state accountability in grades 3-8 and 10 for ELA and Math and can be used as a graduation pathway. Science is administered in grades 5, 8, and 11 for federal and state accountability.

School: _____

Administrator who will serve as School Coordinator: _____

Additional staff to receive communications about WA-AIM: _____

1. **Important Dates:**
   - **January 29 – Test window opens**
   - **April 24 – Teacher data entry deadline**
   - **April 26 – Completion notification to principal and school coordinator**
   - **May 3 – State required forms due to A&R department**

2. **Teachers Proctoring WA-AIM –** all case managers of WA-AIM qualified students were trained in October.

3. **WA-AIM Responsibilities**. All testing materials must be kept in a secure location accessible to case manager. Discuss classroom storage and security issues.

Tasks	Person Responsible
Review list of identified WA-AIM testers at your school. Roster in Docushare. Contact Penny Bravo about changes to roster.	
Assign a PT Observer for each student (district employee, teacher, para, etc.) and ensure they've completed the observer packet.	
Complete Test Incident and School Security reports in ARMS	School Coordinator
Ensure all state required paperwork is sent to A&R by **May 3** • *Completed TSA forms from all staff involved in testing* • *School security report in ARMS*	

4. **WA-AIM Communication Plan**. Consider the impact that this alternative assessment may have on people at your building, list ways you plan to communicate, when applicable.

Impacted Group	How/what we intend to communicate:	Person Responsible	Date(s)
Family	Testing is going to occur Results		
Teacher/Paras	Testing schedule		
Principal	Data entry completed		

Building Plan completed by: _____
                                          Your Name

If you have any questions, please contact Quiana Hennigan at x4057 or qhennigan@everettsd.org