

# Alternate Assessment District Justification and Assurances



**Department of  
Education &  
Workforce**

## IMPORTANT UPDATE FOR SY 2023-2024

Dear Superintendents and Special Education Directors,

We hope this message finds you well at this busy, exciting time of year. We have an important update regarding the [Alternate Assessment District Justification and Assurances](#) process. In our continuous efforts to improve efficiency and streamline procedures, the Department is transitioning the entire district justification and assurances process to the [Comprehensive Continuous Improvement Plan \(CCIP\)](#). Starting January 2024, justification links will no longer be emailed to Superintendents. Instead, the entire process will be conducted through the CCIP Consolidated Application offering a more-centralized experience.

The form will be available in the CCIP Consolidated Application beginning calendar year, January 2024. The due date for the form is April 26, 2024. **No special link will be sent to superintendents.**

### Important things to consider:

- Ensure the district personnel who has previously completed the alternate assessment district justification has access to the CCIP.
  - Update the appropriate district personnel's role in Ohio Education Directory System (OEDS) to include the role, "Data Entry Funding - CCIP."
  - If a role needs updated in OEDS you can do that yourself [here](#). However, if you need further assistance or want to verify contact information please email [OEDS.ContactUs@education.ohio.gov](mailto:OEDS.ContactUs@education.ohio.gov).
- In previous years, part of the district justification has included additional assurances regarding the district's processes, procedures, and professional development around the alternate assessment. For Fiscal Year 2024 and forward, these assurances are part of the general assurances for IDEA Part B Special Education included in the CCIP Consolidated Application. Districts may view these assurances at any time in their CCIP Consolidated Application under the Assurances Section.
- **New for school year 2023-2024 and beyond:** Boards of Developmental Disabilities **that operate schools and receive and accept IDEA Part B funding** (either IDEA Part B Special Education or IDEA Early Childhood Special Education) must complete the alternate assessment district justification form and the assurances. Students reported in the justification form for the Board of Developmental Disabilities school should not be reported by the district of residence.

Direct questions about the alternate assessment district justification and assurances form and 1.0 percent threshold to [AAParticipation@education.ohio.gov](mailto:AAParticipation@education.ohio.gov) or to your local [state support team consultant](#).

## Directions for accessing the Alternate Assessment District Justification and Assurances

### District Justification:

1. Log into the [CCIP](#)
2. Hover over “Search” on the left side menu and select “Funding Application”
3. Click on the drop-down box next to “Funding Application”
4. Select “Consolidated” and then click the “Search” button
5. Select your organizations name
6. Scroll down to “IDEA-B Special Education” on the Sections page
7. Select “Alternate Assessment District Justification”
8. Complete the form

### Assurances:

1. Log into the [CCIP](#)
2. Hover over “Search” on the left side menu and select “Funding Application”
3. Click on the drop-down box next to “Funding Application”
4. Select “Consolidated” and then click the “Search” button
5. Select your organizations name
6. Scroll down to “Assurances” on the Sections page and select “Assurances”
7. Go to assurance number 44
8. Click on the [link](#) tagged under number 44 to read and confirm assurances

### Contact information:

- Direct Alternate Assessment, District Justification and Assurances, and 1.0 percent threshold questions to [AAParticipation@education.ohio.gov](mailto:AAParticipation@education.ohio.gov)
- Direct Ohio Education Directory System (OEDS) questions to [OEDS.ContactUs@education.ohio.gov](mailto:OEDS.ContactUs@education.ohio.gov)
- Direct EMIS questions to [emis@education.ohio.gov](mailto:emis@education.ohio.gov)