

REQUEST FOR USE OF NARRATIVE NOTES ON THE PASA

Some students may require the use narrative notes to record their performance on the Pennsylvania Alternate System of Assessment. The use of narrative notes requires prior approval from the Pennsylvania Department of Education, Bureau of Special Education. Members of the Bureau of Special Education and the Bureau of Assessment and Accountability will review the requests and notify the educational entity of the results.

- ◆ Requests must be made no later than **December 13, 2013** to allow for review, response and provision of assessment materials.
- ◆ Complete a "Request for Use of Narrative Notes on the PASA" for each student requiring the use of narrative notes.
- ◆ Documentation in student's file must be available for possible assessment administration monitoring.

Name of District, Charter School, or IU:	School Name:
Student PA Secure ID: Request No. ____	Student Grade:

Name/Title of Person Completing Request:
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Phone Number:	Email Address:
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Does the student receive special education services through IDEA?

Has the parent requested that his or her child not be filmed or recorded for assessment purposes? Include a copy of the written request.
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Is the use of narrative notes documented in the student's IEP? (If yes, attach copy of the IEP Cover Page and Section IV pages. Delete student's name; include Pa Secure ID).

Provide a detailed description of why this student requires the use of narrative notes for the purpose of recording performance on the PASA.
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District Special Education Coordinator Signature (Required):
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District Assessment Coordinator Signature (Required):

Date of Request:

<p>PLEASE SEND ALL REQUESTS TO:</p> <p>Christine Bunce Special Education Adviser Pennsylvania Department of Education 333 Market ST, 7th Floor Bureau of Special Education Harrisburg, Pennsylvania 17126-0333 717.346.9644 FAX: (717) 783-6139 ra-spedassessment@pa.gov</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">PDE use:</td> </tr> <tr> <td style="padding: 5px;">Approved <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Disapproved <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Date</td> </tr> </table>	PDE use:	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Date
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