

# Personalized Alternate Assessment Portfolio

## 2011-2012 Administration

### “Request for Partial PAAP” Form

The following information is excerpted from “Maine Operational Procedures for the Personalized Alternate Assessment Portfolio: PAAP 2011-2012 Administration” located at:  
<http://www.maine.gov/education/lsalt/paap/materialstools/index.htm>

#### Student Conditions Requiring Partial PAAP:

PAAPs are intended only for students with significant cognitive disabilities. If an IEP team has determined that a student is able to participate in the standardized test (with or without accommodations) for one or more content areas, but requires a PAAP in the other content area(s), a *Request for Partial PAAP* form, along with the student’s current IEP and other documentation, must be submitted to the Maine Department of Education prior to December 1<sup>st</sup> for approval. The documentation must provide **complete information** concerning the condition or circumstances that prevent the student from participating in the NECAP/MHSA through standard administration or administration with accommodations in one content area and not another.

Requests will be reviewed by a panel at MDOE, who may request additional information when needed.

Requests will only be granted to those students whose unique situation requires part of the alternate assessment to be administered. Any partial portfolio submitted without approval will result in the student counting as a non participant in that content area.

***The Maine Department of Education should be contacted for further instructions regarding procedure and documentation.***

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School principals should complete, sign and fax the attached *Request for Partial PAAP* form and the student IEP to the Maine Department of Education at 207-624-6771. The deadline for receipt of the form is **December 1, 2011**.

A panel of Department of Education personnel will review the information provided and inform the school principal by telephone of the determination of this request. Written confirmation will follow.

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Questions should be directed to: Susan Fossett, Alternate Assessment & Accommodations Coordinator, Maine Department of Education, 23 State House Station, Augusta, Maine 04333-0023; [susan.fossett@maine.gov](mailto:susan.fossett@maine.gov); 207-624-6774.

**Personalized Alternate Assessment Portfolio (PAAP)  
2011-2012 Administration  
Request for Partial PAAP**

<b>For Office Use Only</b>
DR_____ PA_____
IN _____
DN_____

**Secure and Confidential**

Please refer to the "Request for Partial PAAP" section of the "Maine Operational Procedures for the Personalized Alternate Assessment Portfolio: PAAP 2011-2012 Administration" located online at <http://www.maine.gov/education/lsalt/paap/materialstools/index.htm> before completing the following.

Student Name \_\_\_\_\_ MEDMS ID Number \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_ SAU \_\_\_\_\_

Principal \_\_\_\_\_ Phone # \_\_\_\_\_

Principal email: \_\_\_\_\_

Disability Category: \_\_\_\_\_

This student is **unable** to participate in standardized NECAP/MHSA/MEA tests in the following content area(s) – **please circle:**

**All**      Reading      Mathematics      Writing      Science

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The PAAP is intended only for those students with significant cognitive disabilities. Please provide **complete information** concerning the condition or circumstances that prevent the student from participating in the NECAP/MHSA through standard administration or administration with accommodations in one content area and not another. A signed statement containing additional pertinent information may be attached as needed. Please also provide a copy of the students current IEP.

**Reason for Request:**

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Special Education  
Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fax completed form, student IEP and other documentation under CONFIDENTIAL COVER SHEET by December 1, 2011, to Sandra McKechnie, Maine Department of Education, at FAX # 207-624-6771.**