Protocol – Assessment

Essential Elements

Data Collection Name:

MAAP Assessment
1. MAAP-A
2. Assessment Data

Associated ED*Facts* File Numbers

Students with disabilities are included as a subgroup within all students' files listed below.
1. FS175 — Academic Achievement in Mathematics
2. FS178 — Academic Achievement in Reading (Language Arts)
3. FS185 — Assessment Participation in Mathematics
4. FS188 — Assessment Participation in Reading/Language Arts

Data Stewards:

1. Executive Director, Office of Special Education, Provides final review, approval, and certification of all SPP/APR submissions and related data reports.
2. Education Program Administrator for Data and Reporting / Part B Data Manager, Office of Special Education, oversees data collection, validation, and analysis; coordinates timelines and ensures compliance with IDEA and federal reporting requirements; serves as primary liaison with Partner Support and OSEP.
3. Data and Reporting Data Specialists, Office of Special Education, conduct data collection and validation; analyze district-level data; provide technical assistance to LEAs; ensure data accuracy in SharePoint and related systems.
4. MAAP Coordinator, Office of Student Assessment, manages Mississippi Academic Assessment Program (MAAP) operations and reporting; ensures valid assessment of participation and performance data for SPP/APR Indicators 3 and
5. MAAP–A Coordinator, Office of Student Assessment, oversees alternate assessment administration (MAAP–A) for students with significant cognitive disabilities; ensures accurate inclusion of alternate assessment data in SPP/APR reporting.
6. Assessment Vendor Partner (MAAP and MAAP–A), Office of Student Assessment, provides technical and data support for statewide assessments; collaborates with MDE staff to validate and deliver assessment files for state and federal reporting.
7. Director of Data Analysis and Reporting, Office of Technology and Strategic Services, pulls data from backend systems for Indicators 1–14; compiles data for the APR and LEA determinations; ensures consistency across state data systems.

8. EDFacts Coordinators, Office of Technology and Strategic Services, maintain EDFacts file specifications, formatting, and submission requirements; ensure alignment of all data files with federal reporting standards.

Data Collection Levels: These are the levels at which the SEA collects and reports the data.

1. Student and aggregate levels
2. Student demographics (race/ethnicity, gender, disability, English learner status, socio economic status, migrant status, homelessness)
3. Grade and performance level
4. Assessment type
5. School, local education agency (LEA), and SEA levels
6. Schedule data – for participation
7. Accommodation Data

Federal Reporting Period and Submission Dates:

Reporting Period:

Due annually with the Consolidated State Performance Report (CSPR) Part I.

State Collection and Submission Schedule:

State Collection and Submission Schedule - The Mississippi Department of Education (MDE) follows a structured statewide data-collection calendar to ensure alignment across Local Education Agencies (LEAs), the Office of Student Assessment (OSA), the Office of Technology and Strategic Services (OTSS), and the Office of Special Education (OSE).

This schedule outlines when assessment-related data collections open, when data is due from districts, and when the SEA extracts and submits data for federal reporting through Generate and EDFacts.

1. Assessment Data Collection Timeline

Phase	Activity	Responsible Office	Approximate Dates
Course Code Verification	Annual course-code lists finalized and provided to OTSS to align enrollment and Pre-ID files.	Office of Student Assessment (OSA)	August–September
Pre-ID File Creation	OTSS generates Pre-ID files from MSIS and transmits them to the assessment vendor.	OTSS / OSA	September (Fall) and January (Spring)

District Review & Correction Window	Districts review Pre-ID rosters, add late enrollees, and verify accommodations.	Districts / OSA	Two-week window before each testing period
Assessment Window – Fall	Fall assessment window opens for EOC/secondary courses.	OSA / Districts	October–December
Assessment Window – Spring	Major testing window for grades 3–8 and alternate assessments.	OSA / Districts	March–May
Scoring & File Certification	Vendors validate and certify scoring; OSA verifies enrollment counts, school lists, and completeness.	OSA / Vendor	January–February (Fall); June–July (Spring)
File Delivery to OTSS	Certified scoring files uploaded to SharePoint; OTSS notified via service ticket.	OSA	January (Fall); July (Spring)
MSIS Load & Matching	OTSS loads raw files into MSIS, conducts ID matching and validation, and returns unmatched records to OSA for correction.	OTSS	January–February (Fall); July–August (Spring)
Warehouse Population	Finalized assessment data migrated to the MDE Data Warehouse and used to populate participation/performance tables.	OTSS / Data Warehouse Team	July–August
District Review for 1% Participation	Participation summaries shared with LEAs for alternate assessment justification and IDEA compliance review.	OSA / OSE	Late July–August
Report Card and Accountability Integration	Warehouse data merged with accountability and performance reports for publication.	OTSS / Accountability	September
EDFacts / Generate Submission	Final assessment EDFacts files submitted through Generate and certified in EMAPS.	OTSS / EDFacts Coordinators	By December 15 (per EDFacts federal deadline)
CDQR (Consolidated Data Quality Review)	Edit checks and data notes reviewed	OTSS / OSA / OSE	December–January

2. Data Submission Summary
   a. LEA Data Due: Districts must finalize student data, accommodations, and corrections in local systems by the close of each testing window (Fall: December; Spring: May).
   b. SEA Data Pull: OTSS extracts certified files from vendor SharePoint locations after each scoring cycle (Fall: January; Spring: July).
   c. Federal Submission: Final EDFacts assessment files are submitted by the SEA no later than December 15 each year in accordance with OSEP/EDFacts timelines.

3. Review and Quality Control Throughout the cycle:
   a. OSA validates enrollment and scoring integrity before release to OTSS.
   b. OTSS verifies ID matches, invalidations, and duplicate removals.
   c. OSE reviews participation data and alternate assessment counts for compliance with IDEA 1% participation thresholds.
   d. EDFacts Coordinators confirm Generate and EMAPS files meet all edit checks prior to certification.

Collection:

Assessment Data Collection and Pre-ID Process (MSIS)

Overview - The Mississippi Department of Education (MDE) collects and manages student-level assessment and special education data through the Mississippi Student Information System (MSIS), which serves as the official state system of record. Local Education Agencies (LEAs) submit, verify, and certify data via their local student information systems (SIS), which interface securely with MSIS through automated uploads or manual entry.

All assessment and IDEA-related data flow from MSIS into Generate to create EDFacts-compliant files for federal reporting.

1.Pre-ID File Development and Assessment Preparation

Between August and September, the Office of Student Assessment (OSA) collaborates with the Office of Technology and Strategic Services (OTSS) to develop and verify student Pre-ID files in preparation for assessment of windows.

a. Course Code Identification:
   OSA provides OTSS with an updated listing of assessment-related course codes that determine student enrollment and expected participation in statewide assessments (including MAAP and MAAP-A).
b. Pre-ID File Creation:
   OTSS generates Pre-ID files based on verified student enrollment and course code data. These files identify all students expected to test in each content area and are shared with OSA and the assessment vendor prior to the opening of each testing window.
c. Alternate Assessment Identification:
   For the MAAP-A (Alternate Assessment), student participation is based on eligibility for the Significant Cognitive Disability (SCD) criteria, as documented in MSIS.
d. Assessment Windows:
   i. Fall Window – Typically administered for high school re testers.
   ii. Spring Window – Statewide testing for grades 3–8 and high school end-of-course assessments
   iii. Assessment dates vary annually and are posted on the MDE website: Student Assessment – Mississippi Department of Education

2. District Review and Corrections
Once Pre-ID files are released, LEAs review the rosters to ensure all eligible students are included:
a. Districts verify student enrollment, grade level, and test assignment.
b. If a new student enrolls after the Pre-ID file is finalized, districts manually add the student before the testing window closes.
c. A correction window—typically lasting one to two weeks—is provided for LEAs to make necessary updates.
Districts also enter testing accommodations (e.g., text-to-speech, human reader) in their local SIS throughout the testing window to ensure proper accessibility support is in place.

3. LEA Data Submission and Certification
a. Entry and Uploads

   i. Each LEA maintain a local SIS (e.g., PowerSchool, SAMS, or another MDE-approved system) that integrates directly with MSIS.

   i. Data uploads include student demographics, enrollment, program participation, and assessment records.

   ii. Uploads occur monthly, with daily synchronization for high-priority incidents (e.g., discipline, weapons).

   iii. Assessment data are validated against course enrollments and accommodations recorded in MSIS.

 b. District Certification

   i. Prior to each major reporting cycle (e.g., December 1 Child Count, End-of-Year, Assessment Windows), districts must review all error and warning reports generated by MSIS.

   ii. Once corrections are complete, the LEA certifies its data submission within MSIS.

4. SEA Data Extraction and Validation

 a. Data Pulls

   i. After district certification, OTSS executes automated Extract-Transform-Load (ETL) processes to migrate assessment and special education data from MSIS 2.0 into the Generate system.

   ii. Data undergoes logic, duplication, and validity checks before warehouse tables are finalized.

   iii. These tables serve as the source for IDEA Section 618 submissions and assessment performance/participation reporting.

 b. Validation and Error Resolution

   i. The Office of Student Assessment and OTSS jointly review extracted files to verify alignment between MSIS and warehouse counts.

   ii. Missing or unmatched student records are returned to OSA or OSE via SharePoint for resolution.

   iii. Once verified, datasets are approved for upload to Generate to create EDFacts files per federal specification.

5. Timing and Coordination

Collection Type	LEA Data Entry / Certification	SEA Data Pull and Validation	System of Record
Child Count (Dec 1)	By Dec 1, certified by Dec 10–20	Pulled and validated Jan–Feb	MSIS
Discipline / Exiting / Personnel	Continuous; certified by June 30	Pulled and validated July–Aug	MSIS
Assessment (Fall / Spring)	Per testing window; Pre-ID verified before	Pulled Jan (Fall) and Jul (Spring)	MSIS
Post-School Outcomes (Ind. 14)	Surveys completed Sept–Jun	Compiled and validated July–Aug	MSIS
Parent Survey (Ind. 8)	Responses Sept–Jun	Pulled July	Web Survey System

6. Secure File Transfer and Storage
   a. All data transfers between MDE offices, assessment vendors, and external partners occur through SharePoint or a secure vendor platform.
   b. Access to datasets is role-based, with audit logs tracking all submissions and extracts.
   c. Finalized EDFacts files are archived on the OTSS EDFacts Network Drive and mirrored on SharePoint for version control and transparency.

7. Continuous Data Quality Monitoring
   a. The Part B Data Manager, EDFacts Coordinators, and OTSS Data Analysts conduct ongoing data-quality checks using IDEA Data Center (IDC) Edit Check Tools and Generate validations.
   b. The MDE Data Governance Committee reviews data collection changes during quarterly meetings to ensure continuous improvement of data collection, validation, and reporting processes.

Assessment Metadata Survey:[1]

Assessment Metadata Survey serves as a required verification tool to ensure that all assessment-related data submitted to the U.S. Department of Education are accurate and consistent with the data files generated through Generate and EDFacts submissions.

The survey is initiated and completed by the Office of Student Assessment (OSA). The Assessment Coordinator begins the survey by entering details regarding assessment administration, participation, and technical procedures to confirm alignment with state-level data reporting.

Upon completion, the survey is reviewed by the Director of Data Analysis and Reporting to ensure internal consistency between the survey responses and the data submitted through EDFacts. Any discrepancies identified during this review are reconciled before submission to maintain consistency across all assessment files, metadata, and documentation.

Data Validation: Describe the data cleaning processes the SEA uses to prepare these data for submission.

Overview - The Mississippi Department of Education (MDE) maintains a multi-stage data validation process to ensure that all statewide assessment data are accurate, complete, and properly aligned with the Mississippi Student Information System (MSIS) before federal submission. The validation process includes vendor-level quality control, SEA review, matching and correction of student records, and final integration into the state data warehouse.

1. Vendor Scoring and Certification - For each statewide assessment window—January/February for fall administrations and June/July for spring administrations—vendor psychometricians conduct formal scoring reviews.
   a. Vendors verify the accuracy of scoring algorithms, examine raw response files, and confirm that scoring keys, accommodations, and alternate-assessment rules were applied correctly.
   b. Once certified, the vendor provides MDE with scoring summary files and student-level results.
   c. The Office of Student Assessment (OSA) reviews these certified files, confirming that all expected schools and student enrollment counts are represented, and that score distributions appear reasonable across grades and subjects.
   d. When verified, OSA uploads the certified assessment files to SharePoint and opens a service ticket notifying the Office of Technology and Strategic Services (OTSS) that data are ready for processing.

2. Initial Load and Record Matching - Upon notification, OTSS performs the initial data-load and matching process:
   a. Raw assessment files are imported into a temporary staging table in MSIS.
   b. Each record is matched to an existing student using a three-point identity check—MSIS ID, student name, and date of birth—to ensure data integrity.
   c. Records that fail to match or contain invalid MSIS IDs are flagged for review and returned to OSA through SharePoint for district-level verification and correction.
   d. Invalid test scores—those flagged by the vendor as voided, incomplete, or irregular—are automatically excluded from further processing.
   e. Duplicate test records are identified through matching logic (same student, same test code, same administration) and reviewed to confirm which record represents the valid score.

3. Correction and Reload Process

After the districts or OSA verify unmatched or duplicate student records:

    a. Corrected student identifiers are submitted back to OTSS through SharePoint.

    b. OTSS re-runs the validation script and reloads the corrected records into MSIS.

    c. Once complete, the final validated dataset is available for district review through the MSIS interface.

    d. District inquiries regarding missing or invalidated scores are investigated jointly by OSA and OTSS; in nearly all cases, discrepancies stem from vendor invalidations or timing of student enrollment changes.

4. Rescore and Exception Handling

Requests for rescoring or record corrections are rare but follow a documented process:

    a. Districts submit rescore requests through the OSA help desk within the designated review period.

    b. Approved rescoring requests are processed by the vendor, and revised results are transmitted through the same validation and matching procedures prior to final warehouse loading.

5. Final Validation and Integration

After all corrections are complete:

    a. OTSS loads the finalized data into MSIS for district visibility and then into the MDE Data Warehouse.

    b. Data integrity checks confirm that student counts match district totals; all schools are represented, and invalid records have been excluded.

    c. These finalized warehouse tables serve as the authoritative source for the EDFacts assessment files, state accountability metrics, and public reporting.

Internal Approval Process:

There is no internal approval process outside of the review of the files described above.

Submission:

Overview - The Mississippi Department of Education (MDE) follows a standardized process for generating, validating, and submitting all EDFacts files through the Generate system and the EDPass/ESS portal. This process ensures data integrity, compliance with federal file specifications, and documentation of each submission in accordance with MDE's Data Governance and Federal Reporting policies.

1. Data Finalization and Warehouse Population - Once all fall and spring assessment data have been validated and finalized, the Director of Data Analysis and Reporting (OTSS) initiate the formal submission process:
    a. In July, the Director submits a database service request to the MDE Database Administration (DBA) Team to execute a series of automated procedures that populate the MDE Data Warehouse with finalized records from MSIS.
    b. These warehouse procedures generate integrated tables containing student-level participation and performance data, aggregated by school, district, and subgroup in alignment with EDFacts file layouts.
    c. Following the load, the OTSS Data Team conducts reasonable checks to verify that participation rates, performance distributions, and student counts align with prior years and expected enrollment patterns.

2. File Generation and Review - After the warehouse data are validated:
    a. The DBA Team runs stored procedures that generate the EDFacts to extract files in CSV format, using predefined logic consistent with EDFacts file specifications.
    b. Each file undergoes an automated validation routine that checks missing fields, null values, and record mismatches before release.
    c. The completed files are securely posted to the OTSS SharePoint repository, where each file version is logged with metadata (file name, creation date, EDFacts file number, and system version).
    d. The EDFacts Coordinators review the files to confirm that all expected LEAs and subgroups are represented and that record totals match warehouse aggregates.
3. Generate and ESS Submission Process - After reviewing, the EDFacts Coordinators import the files into Generate, which applies to the latest EDFacts file specifications and business rules.
    a. Generate validation reports are reviewed to confirm that all records meet schema and business rule requirements.
    b. Once validated, the EDFacts Coordinator submits the files through EDPass to the EDFacts Submission System (ESS).
    c. ESS automatically runs additional system-level validations. If any errors or warnings occur, the coordinator reviews the ESS feedback, corrects the data in Generate or the source system, and resubmits.
4. Quality Assurance and Documentation - Following successful submission, ESS issues a submission confirmation and generates a status report, which is archived in the EDFacts Submitted Files folder on the OTSS network drive and linked to the corresponding SharePoint record.
    a. The Part B Data Manager and Director of Special Education are notified once the files are certified and accepted.

5. Ongoing Maintenance - Any revisions required as part of the Consolidated Data Quality Review (CDQR) or OSEP clarification process are handled by the same submission workflow: Generate rebuild → validation → ESS submission.
   a. All final EDFacts files and associated documentation are archived for a minimum of five years in compliance with MDE's Data Governance Manual and state records retention policy.

Response to OSEP Data Quality Report:

Overview - The Mississippi Department of Education (MDE) follows a structured process for reviewing, documenting, and addressing all feedback received from the Office of Special Education Programs (OSEP) through the annual Consolidated Data Quality Review (CDQR). This process ensures that all identified data issues, edit flags, and required clarifications are addressed promptly and accurately, and that appropriate documentation is maintained for audit and verification purposes.

1. Receipt and Initial Review of CDQR Feedback
   a. When OSEP releases the CDQR, the EDFacts Coordinators within the Office of Technology and Strategic Services (OTSS) download the feedback and distribute it to the Director of Data Analysis and Reporting for review.
   b. The OTSS Data Team and Office of Special Education (OSE) Part B Data Manager review all flagged items, comparing OSEP feedback against the corresponding data submissions stored in Generate and the MDE Data Warehouse.
   c. Edit summaries are categorized as:
      i. Informational Edits – no action required but retained for reference.
      ii. Warning Edits – require state review and a data note explaining the variance.
      iii. Error Edits – require correction of data.

2. Data Review and Collaboration
   a. OTSS and OSE collaborate to analyze each flagged item:
      i. OTSS validates technical accuracy (e.g., file structure, schema errors, and aggregation).
      ii. OSE validates programmatic accuracy (e.g., indicator of interpretation, subgroup representation, or field definitions).
3. Preparation and Submission of Data Notes - When a discrepancy is determined to be valid and explainable (e.g., small population changes, policy updates, or system adjustments), the Part B Data Manager prepares a formal data note.
   a. Each data note includes:
      i. File specification number and title;
      ii. Description of the issue identified by OSEP;
      iii. Explanation of state context or rationale for the variance; and

   iv. Confirmation that the data has been reviewed and are accurate as submitted.
- b. The Director of Data Analysis and Reporting and Director of Special Education review and approve all data notes before submission.
- c. Approved notes are entered into OMB MAX/EDFacts Metadata and Process System (EMAPS) by OTSS for official documentation.

4. Documentation and Archiving
   a. All data notes, correspondence, and supporting documentation are stored in:
      i. OTSS SharePoint (EDFacts/CDQR Folder) – working files and edit check summaries;
      ii. MDE Data Governance Repository – approved data notes and historical versions; and
      iii. EDFacts Submitted Files Network Drive – final file versions and confirmation receipts.
   b. Records are retained for five years in accordance with the MDE Data Governance Manual and state records of retention policy.

5. Continuous Quality Improvement - The Director of Data Analysis and Reporting, EDFacts Coordinators, and OSE Part B Data Manager review recurring CDQR issues annually to identify training needs or system improvements.

   Recommendations are presented to the MDE Data Governance Committee for inclusion in the next year's data quality improvement plan.

Data Governance:

When files are up for public comment, they are taken to the data governance committee to review any public comments that may need to be made and ensure that the state can report as requested.

Public Reporting of Assessment Data:

Overview - Assessment data are integrated into multiple state and federal reporting systems to ensure compliance with IDEA, ESSA, and SPP/APR requirements. This data populates several statewide reporting products, including the Mississippi Report Card, alternate assessment participation reports, and the SPP/APR Indicator files published on the MDE website.

1. Integration into the Mississippi Report Card

Validated assessment data housed in the MDE Data Warehouse are incorporated into the Mississippi School and District Report Card. These data populate the Assessment Participation and Alternate Assessment Participation components, which include disaggregated participation and performance data for students with disabilities. Information is displayed by student subgroup (e.g., students with disabilities, English Learners, economically disadvantaged students, and by race/ethnicity). The report card is maintained by the Office of Accountability and publicly accessible through the MDE website. Mississippi Report Card: https://mdek12.org/OPR/Reporting/Assessment

2. SPP/APR Public Reporting

In addition to accountability reporting, specific assessment data are extracted from the data warehouse and compiled in spreadsheet format to meet IDEA SPP/APR Indicator requirements. The Office of Special Education (OSE) prepares these files for publication, ensuring that counts and percentages align with submitted EDFacts data. Files are published annually to the SPP/APR webpage and include indicators related to assessment participation and alternate assessment participation. These files are typically posted by the time the SPP/APR is due to OSEP, or during the clarification period if updates are required. MDE Office of Special Education – SPP/APR Reports: https://mdek12.org/OSE/SPP-APR

3. Gap Analysis and Comparative Reporting

The Office of Student Assessment (OSA) produces gap analysis reports that compare assessment performance between students with disabilities and students without disabilities, disaggregated by race/ethnicity, English Learner status, special education status, and economic disadvantage. These reports are generated annually using data from the MDE Data Warehouse and are published on the MDE Assessment Reporting page for public access and transparency. MDE Assessment Reporting – Office of Public Reporting: https://mdek12.org/OPR/Reporting/Assessment

Justification for Exceeding 1% on the MAAP-A and Assurances (1% Cap) Process Information

Overview - The Mississippi Department of Education (MDE) monitors participation rates on the Mississippi Academic Assessment Program – Alternate Assessment (MAAP-A) to ensure statewide compliance with Every Student Succeeds Act (ESSA) and IDEA requirements limiting alternate assessment participation to no more than 1% of all tested students.

Each year, the Office of Special Education (OSE), in collaboration with the Office of Technology and Strategic Services (OTSS) and the Office of Student Assessment (OSA),

collects, reviews, and validates participation data for all LEAs to determine which districts exceed the 1% participation cap.

Districts exceeding the cap are required to complete and submit Justification and Assurances Forms explaining the reasons for exceeding the limit and confirming that eligibility determinations are made according to state criteria for significant cognitive disabilities (SCD).

1. Data Request and Preparation
    a. In July, the OSE Data Manager requests that the OTSS Data Team produce district-level data profiles summarizing assessment participation rates across all content areas—English Language Arts (ELA), Mathematics, and Science—for grades 3–8 and high school.
    b. OTSS generates the following data for each LEA:
        i. Total students enrolled (grades 3–8 and high school)
        ii. Total students assessed in each content area
        iii. Participation rates for all students and for students with disabilities
        iv. Number and percent of students with disabilities participating in the MAAP-A
        v. Disaggregation by subgroup: race/ethnicity, economically disadvantaged, English Learners (EL), and students with disabilities
        vi. Historical data for school years 2018–19 through the current year for trend analysis
    c. After validation, OTSS uploads the completed data profiles to SharePoint for review by OSE.

2. Distribution to Districts
    a. By early August, OSE posts each district's 1% Data Profile and the accompanying Justification and Assurances Forms to the district's secure SharePoint folder. Each folder includes:
        i. The district's data profile
        ii. The list of students identified as participating in the MAAP-A, including their primary disability category
        iii. Instructions and due dates for form completion
    b. The OSE Data Manager sends an email notification to each LEA Special Education Director, alerting them that the files are available in SharePoint and that the completed forms are due within two weeks of receipt.

3. LEA Completion of Justification and Assurances
    a. All districts are required to complete Sections III–IV of the Justification and Assurances Form (general assurances).

b. Districts exceeding the 1% participation cap in any content area must complete Sections I–IV, providing written justifications that describe:
    i. The process used to determine student eligibility for the MAAP-A
    ii. Efforts made to reduce inappropriate identification of students for alternate assessment
    iii. Verification that eligibility determinations are based on state-approved criteria for SCD
c. Completed forms must be uploaded by the district to the same SharePoint folder by the specified due date.

4. State Review and Verification
    a. The OSE Data Team reviews each district submission for completeness, ensuring:
        i. The form is signed by the appropriate district official;
        ii. The justification includes sufficient explanation; and
        iii. All required evidence is attached.
    b. The OSE Data Manager verifies the data and ensures that all forms are received before forwarding it to the State Director of Special Education for approval.
    c. Once verified, the OSE posts a statement on the MDE website confirming receipt of district justifications and assurances, available at:
        🔗 https://www.mdek12.org/OSE/SPP-APR

5. Inclusion in the State 1% Waiver Request - Data and documentation from the district submissions are compiled to support MDE's 1% Participation Waiver Request submitted to the U.S. Department of Education (OESE).
    The waiver includes:
    a. Participation and significant cognitive disability data analysis
    b. MDE's plan of action to reduce inappropriate alternate assessment participation
    c. Description of LEA support and training
    d. Summary of LEA justifications and data profiles
    e. Regional and statewide professional development activities
    f. Corrective action or improvement plans for districts exceeding the cap

6. Public Comment and Submission
    a. Once finalized and signed by the State Superintendent of Education, the waiver is posted for public comment for at least 14 days prior to submission to OESE.
    b. The final submission is due to OESE 90 days prior to the opening of the first statewide assessment window (typically November).

      c. Due to Mississippi's early testing schedule, public comment and final submission may overlap slightly.

7. Communication to Districts - A notification email is sent to all districts containing the 1% Justification and Assurances instructions. It includes:
   a. Notification of data posting to SharePoint (path: *Special Education → District Data → 1% Data → FYXX 1% Data*)
   b. Deadline for completion and upload (typically late August)
   c. Dates for virtual office hours hosted by OSE to answer questions and provide technical assistance
   d. Contact information for the OSE Data Team for additional support