

Common Compliance State Assessment Areas Monitoring Tool	
2024-2025	
Montana Office of Public Instruction	
If you have questions please contact Marcy Fortner, Assessment Specialist, at MFortner@mt.gov or 406-444-3511	
District:	
County:	
Date:	
District Authorized Representative:	Phone:



Notice to all districts: Due to the wide range of district and school parental notification forms, and the fact that many do not meet federal requirements, **beginning with School Year (SY) 2021-22, [TransACT](#) documents must be used.** Those sections where TransACT forms must be used are identified within the Monitoring Tool. The Montana Office of Public Instruction (OPI) pays for a state subscription to TransACT for all Montana districts.

Upload this completed monitoring tool into your unique monitoring portfolio.

Common Compliance State Assessment **(Required for All Districts)**

Common Compliance addresses indicators that cross federal programs. The focus of Common Compliance monitoring is on fiscal expenditures as well as documentation of federally funded positions. This provides a snapshot of how districts are using the funds and resources.

Item #	Item	Required Documentation	Documentation Submitted (District check off)	Documentation Received by the OPI (OPI use only)
<p>To ensure school districts meet the requirements under ESEA/ESSA Section 1111(b)(2) for implementing comparable, fair, valid and reliable assessment systems, the LEA must demonstrate compliance in test administration, test accessibility, test security, data use, and test training with items CC-H through CC-K. These requirements ensure state assessments are administered in a consistent and standardized way to measure student proficiency and progress on the State’s challenging academic standards over time and to address educational needs.</p>				
CC-H	<p>Student participation in state assessments (Sec. 1111(b)(2)(B)(vii)(I)) (Sec. 1111(b)(2)(D)(i)) (Sec. 1111(b)(2)(D)(i)(I)) (Sec. 1111(b)(2)(B)(vii)(II)) 34 CFR Part §200.6 (Sec. 1111(b)(2)(D)(i)(I)) (Sec. 1111(b)(2)(B)(vii)(III)) (Sec. 1111(b)(2)(G)) Parental Notice for SWSCDs (Sec. 1111(b)(2)(D)(i)(II)) Parental Notice ELs (Sec. 3111(b)(2)(A))</p>	<ul style="list-style-type: none"> • Student inclusion to the fullest extent practicable: <ul style="list-style-type: none"> ○ Submit the LEA’s Test Administration Plan AND ○ Submit evidence supporting Item 7.9, Parent Participation Notice. AND • Meaningful participation in state assessments: <ul style="list-style-type: none"> ○ Submit the LEA’s Test Accessibility Plan AND ○ Submit evidence supporting Items 2.13, Gain Familiarity and Comfort and/or 2.14, Test Delivery System Configuration. 		
CC-I	<p>Ensuring the integrity and reliability of state assessments. (Sec.1202(a)(1)(A)) (Sec. 1202(e)(1)(A) through (C)) (Sec. 1202(e)(1)(A))</p>	<ul style="list-style-type: none"> • Data Integrity and Reliability of Student Achievement Results: <ul style="list-style-type: none"> ○ Submit the LEA’s Tests Security Plan AND ○ Submit evidence to support Item 3.7, Test Administrator Observation. 		
CC-J	<p>Communicate information with parents and the public (Sec. 1112(e)(2)(A)) (Sec. 1111(b)(2)(B)(x)) CFR Part §200.6</p>	<ul style="list-style-type: none"> • Notice to families about student individualized score reports: <ul style="list-style-type: none"> ○ Submit the LEA’s Data Use Plan AND ○ Submit evidence to support any two of Items 4.2 through 4.7, sharing of score reports with parents. 		
CC-K	<p>Ensure completed training and awareness of standardized protocols (Sec. 1111(b)(2)(B)(iii) through (iv)) (Sec. 1202(e)(1)(A))</p>	<ul style="list-style-type: none"> • Evidence of local activities used to implement the standardized protocols for a Test Security Plan: <ul style="list-style-type: none"> ○ Submit the LEA’s Test Training plan AND ○ Submit evidence to support any two of Items 5.3 through 5.7, training and certification requirements. 		