

## Plan 4 - Data Use Plan

The primary goal of data use is to ensure results can help the school system address specific needs and continuous improvement processes.

The System Test Coordinator (STC) is required to have the Data Use Plan on record to ensure results can help the school system address specific needs and continuous improvement processes. For the required activities below, formulate the school system evidence used, along with the specific steps taken to ensure these tasks are accomplished on an annual basis. In the description, be specific about the local implementation of these policies and procedures including the timeframe required to implement each step.

10 Activities: Data Use Plan	
<input type="checkbox"/>	<b>Item 4.1) E-Grant Assurances:</b> Create a plan to address the state consolidated <a href="#">Montana ESSA State Plan</a> for common assurances under the Title programs within the <a href="#">OPI's E-Grants System</a> .
<input type="checkbox"/>	<b>Item 4.2) ACCESS for ELLs Individual Student Reports (ISRs) Grades K–12:</b> Create a plan to: <ul style="list-style-type: none"> <li>Notify Parents/Families of the student's level of English proficiency from the ACCESS for ELLs assessment regarding how such level was assessed and the status of the achievement as soon as practicable after the administration including information regarding student achievement on the academic assessments to help parents, teachers, and principals understand and address the specific academic needs of the individual student (<a href="#">34 CFR 200.8(a)(2)</a>);</li> <li>Exit students reaching proficiency from AIM/Infinite Campus and re-designate them as "formerly EL".</li> <li>Download the ACCESS for ELLs ISR, school, and district score reports; and</li> <li>Place the ISR in the student's cumulative file per <a href="#">ARM 10.55.909</a>.</li> </ul>
<input type="checkbox"/>	<b>Item 4.3) Multi-State Alternate Assessment ISRs Grades 3–8 and 11:</b> Create a plan to: <ul style="list-style-type: none"> <li>Notify Parents/Families as soon as practicable after the administration with information regarding student achievement on the academic assessments to help parents, teachers, and principals understand and address the specific academic needs of the individual student (<a href="#">34 CFR 200.8(a)(2)</a>);</li> <li>Download the MSAA ISR, school, and district score reports during the July – September results window and</li> <li>Place the ISR in the student's cumulative file per <a href="#">ARM 10.55.909</a>.</li> </ul>
<input type="checkbox"/>	<b>Item 4.4) Alternate Montana Science Assessment (AMSA) ISR Grades 5, 8, and 11:</b> Create a plan to: <ul style="list-style-type: none"> <li>Notify Parents/Families as soon as practicable after the administration with information regarding student achievement on the academic assessments to help parents, teachers, and principals understand and address the specific academic needs of the individual student (<a href="#">34 CFR 200.8(a)(2)</a>);</li> <li>Download the AMSA ISR, school, and district score reports; and</li> <li>Place the ISR in the student's cumulative file per <a href="#">ARM 10.55.909</a>.</li> </ul>
<input type="checkbox"/>	<b>Item 4.5) Montana Science Assessment (MSA) ISR Grades 5 and 8:</b> Create a plan to: <ul style="list-style-type: none"> <li>Notify Parents/Families as soon as practicable after the administration with information regarding student achievement on the academic assessments to help parents, teachers, and principals understand and address the specific academic needs of the individual student (<a href="#">34 CFR 200.8(a)(2)</a>);</li> <li>Download the MSA ISR, school, and district score reports, and</li> <li>Place the ISR in the student's cumulative file per <a href="#">ARM 10.55.909</a>.</li> </ul>
<input type="checkbox"/>	<b>Item 4.6) Smarter Balanced ISRs Grades 3–8:</b> Create a plan to: <ul style="list-style-type: none"> <li>Notify Parents/Families as soon as practicable after the administration with information regarding student achievement on the academic assessments to help parents, teachers, and principals understand and address the specific academic needs of the individual student (<a href="#">34 CFR 200.8(a)(2)</a>);</li> <li>Download the Smarter Balanced ISR, school, and district score reports; and</li> <li>Place the ISR in the student's cumulative file per <a href="#">ARM 10.55.909</a>.</li> </ul>
<input type="checkbox"/>	<b>Item 4.7) ACT with Writing ISRs Grade 11:</b> Create a plan to: <ul style="list-style-type: none"> <li>Notify Parents/Families as soon as practicable after the administration with information regarding student achievement on the academic assessments to help parents, teachers, and principals understand and address the specific academic needs of the individual student (<a href="#">34 CFR 200.8(a)(2)</a>);</li> <li>Download the ACT ISR, school, and district score reports,</li> <li>Share with students who created <a href="#">MyACT accounts</a> that they will be able to access their individual score report via the MyACT account; and</li> <li>Place the ISR in the student's cumulative file per <a href="#">ARM 10.55.909</a>.</li> </ul>
<input type="checkbox"/>	<b>Item 4.8) State Reporting: Continuous Improvement:</b> Create a plan to utilize state assessment results, assess the progress of all students toward achieving content standards and content-specific grade-level learning progressions in each program, and compare how the school system is performing over time and compared to other schools in Montana using the <a href="#">longitudinal data warehouse (GEMS)</a> to examine the educational program and measure its effectiveness ( <a href="#">ARM 10.55.601</a> and <a href="#">ARM 10.55.603</a> ).
<input type="checkbox"/>	<b>Item 4.9) Federal Reporting: Continuous Improvement:</b> Create a plan to release the local report cards from the <a href="#">Montana ESSA Report Card</a> and to ensure the school district has measured the achievement of at least 95 percent of all students and 95 percent of students in the children with disabilities subgroup who are enrolled in grades for which the assessment(s) is required ( <a href="#">34 CFR 200.6(c)(4)(ii)(B)</a> ).
<input type="checkbox"/>	<b>Item 4.10) MontCAS Application Test Incidents and Non-Participation Reporting:</b> Create a plan [where applicable] to communicate with stakeholders the resolution process(es) used by the school system for previous testing year's incidents, non-participation, irregularities, appeals, alerts, and/or non-routine accommodations.

The Data Use Plan should be maintained annually in accordance with your local school district policies or the preference of the STC. Plans should be archived for a period of at least three school years as the OPI can request evidence of plans at any time throughout the school year. If you have questions, please contact us at 844.867.2569 or [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov).