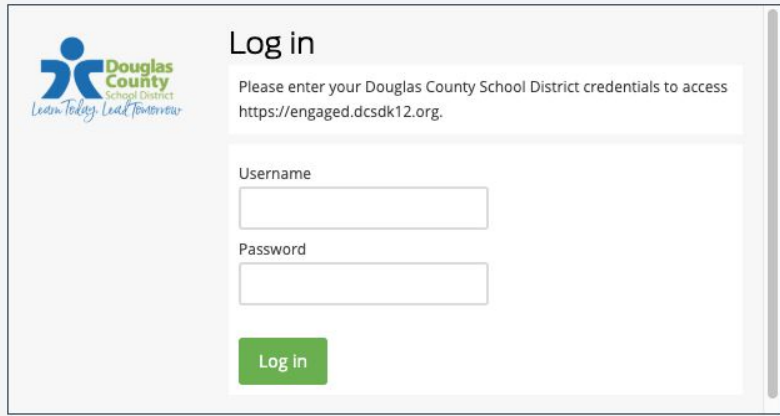


**Please complete by December 15, 2019**

How to log in and submit an assessment excusal:

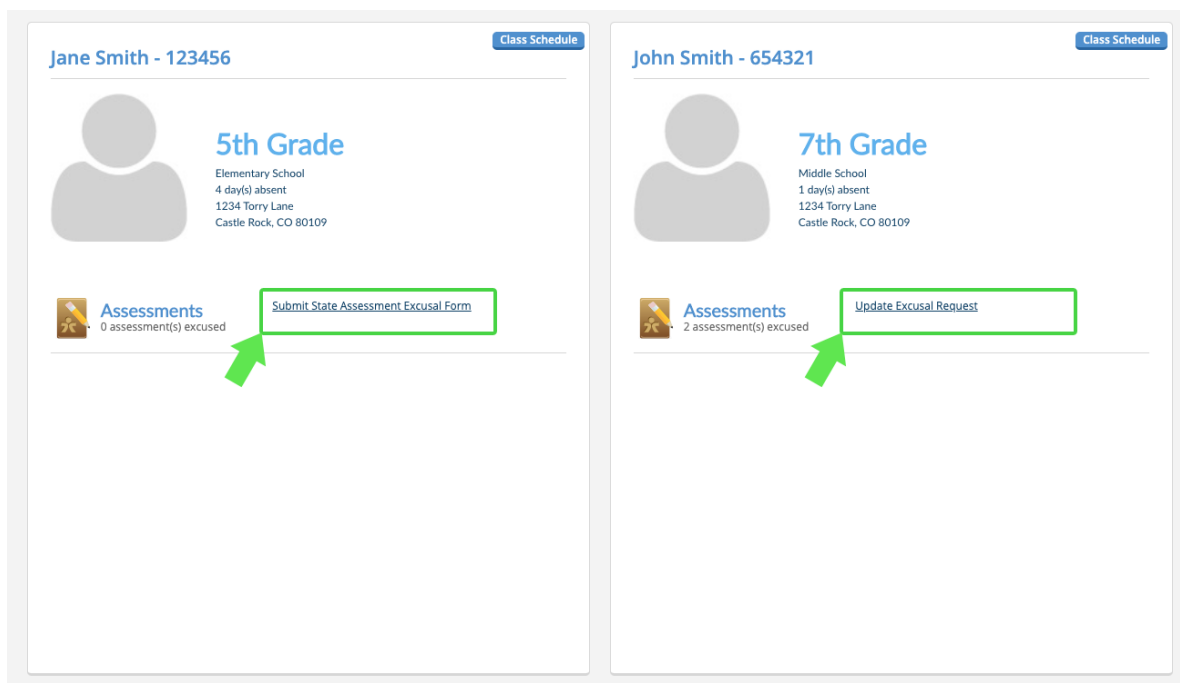
*To use the parent portal, you must have an active parent portal account. If you do not have a parent portal login, please contact your school to request an activation key.*

1. Go to <https://engaged.dcsdk12.org>
2. Log in with your parent portal credentials (same as your Infinite Campus login).



The screenshot shows the login page for the Douglas County School District parent portal. It features the district logo on the left and a 'Log in' section on the right. The login section includes a text prompt: 'Please enter your Douglas County School District credentials to access https://engaged.dcsdk12.org.' Below this are two input fields: 'Username' and 'Password'. A green 'Log in' button is positioned at the bottom of the login section.

3. Locate the student you are excusing from state assessments. Select "Submit Excusal Request" to link to the State Assessment Excusal Form. Repeat the process for additional students. Select "Update Excusal Request" to make any changes for assessments already submitted.



The image displays two side-by-side screenshots of student profiles. The left profile is for Jane Smith (ID: 123456), a 5th Grade Elementary School student with 4 days absent. Her 'Assessments' section shows '0 assessment(s) excused' and a green box highlights the 'Submit State Assessment Excusal Form' link. The right profile is for John Smith (ID: 654321), a 7th Grade Middle School student with 1 day absent. His 'Assessments' section shows '2 assessment(s) excused' and a green box highlights the 'Update Excusal Request' link. Both profiles include a 'Class Schedule' link in the top right corner.

4. Review parent acknowledgement.

## Parent Acknowledgment

- I understand Colorado requires all students enrolled in a public school to participate in state academic assessments as specified in the state law. I also understand that Colorado provides parents the right to excuse their child from state mandated testing.
- I understand the accuracy of state accountability data is impacted when students do not participate. The true performance of my child's school and teachers will not be captured in the state-reported achievement and growth scores.
- I understand by excusing my child from specific state testing, my child and school will not receive this specific data to track progress.
- I understand my child will not be penalized by the school for not participating in state mandated testing (including, but not limited to, prohibiting school attendance, imposing an unexcused absence, or participation in extracurricular activities).
- I understand by selecting the following assessments I am also excusing my child from the alternate forms of the assessment (CoAlt: Alternate Science and Social Studies and CoAlt: Alternate English Language Arts and Mathematics - DLM)
- Although on-site supervision cannot be guaranteed for students who do not take the state-mandated assessments, schools may use staff and volunteer resources to the best of their abilities to provide on-site supervision. Please check with your school for availability.

5. Click the box for any available assessment you wish your student to be excused from for the current academic year. All assessments you select for excusal will appear with a red icon.

## Please Select the Assessments for Excusal



 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input checked="" type="checkbox"/>
State Assessment 1	State Assessment 2	State Assessment 3

6a. Review Your Request. All assessments you select for excusal will appear under the “Status” section.

## Review & Submit Your Assessment Excusal Choices

### Status

2 out of 3 assessments have been excused

-  State Assessment 1
-  State Assessment 3



### Ready?

You are submitting this form to excuse your student from the assessments selected. Please choose an option below:

[Submit Excusal Form](#)

6b. Once reviewed, click "Submit Excusal Form" located under the “Ready” section.

## Review & Submit Your Assessment Excusal Choices

### Status

2 out of 3 assessments have been excused

-  State Assessment 1
-  State Assessment 3

### Ready?

You are submitting this form to excuse your student from the assessments selected. Please choose an option below:

[Submit Excusal Form](#)



6c. If you would like to update any previous submissions, repeat step 5, and then click the “Update Excusal Form” button illustrated below.

## Review & Submit Your Assessment Excusal Choices

### Status

2 out of 3 assessments have been excused

-  State Assessment 1
-  State Assessment 2

### Ready?

You are submitting this form to excuse your student from the assessments selected. Please choose an option below:

[Update Excusal Form](#)

[Remove all Submission\(s\) for this Student](#)

6d. If you would like to remove all selections, click the "Remove all Submissions(s) for this Student" button.

## Review & Submit Your Assessment Excusal Choices

### Status

2 out of 3 assessments have been excused

-  State Assessment 1
-  State Assessment 2

### Ready?

You are submitting this form to excuse your student from the assessments selected. Please choose an option below:

[Update Excusal Form](#)

[Remove all Submission\(s\) for this Student](#)

Once you click "Remove all Submissions(s) for this Student" you will be prompted to confirm your selection(s). Click "Remove all Submissions(s) for this Student" to remove all previous requests, or "Cancel and Go Back" to return to the previous window.

This action cannot be undone.

[Remove Assessment Excusal Submissions](#)

[Cancel and Go Back](#)

7. For any additional information about Links to DCSD Policy, Colorado Statute and Legislation, scroll to the bottom of the State Assessment Excusal Form for available links and resources.

## Links to DCSD Policy, Colorado Statute and Legislation

- [DCSD Board Policy \(IK\)](#)
- [Colorado Assessment Program \(C.R.S. 22-7-409 \(d\)\(1\)\(A\)\)](#)
- [Revisions to Colorado Assessment Program \(HB 15-1323\)](#)
- [READ Act \(HB 12-1238\)](#)
- [School Readiness \(SB 08-212\)](#)