



California Assessment of
Student Performance and Progress

Coordinator Survey Report



November 2018



Introduction

The CAASPP Coordinator survey was designed with the intention of gathering feedback and input on current CAASPP resources that are available to LEA CAASPP Coordinators and collect suggestions for additional resources. Survey questions addressed level of awareness, usefulness of, satisfaction with, and frequency of use of specific CAASPP related resources. In addition, coordinators were asked to identify what additional resources they needed to assist in supporting a more successful administration of the CAASPP and what resources they could use to help teachers better understand the assessments. This report provides a detailed summary of the feedback received.

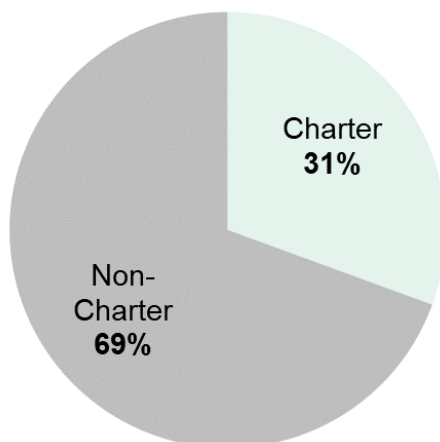
Summary of Participants

700 survey participants

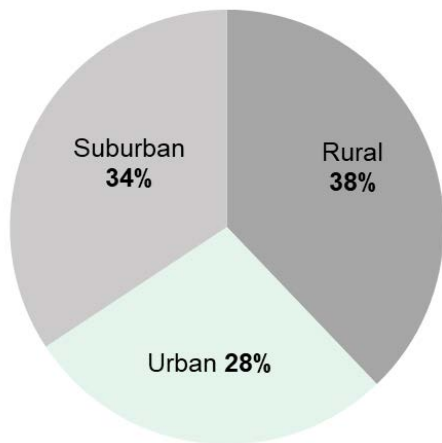
The CAASPP Coordinator survey was advertised to LEA CAASPP coordinators via a direct email. The survey information was also sent out in the Assessment Spotlight communication during the month of September 2018. CAASPP Coordinators received a follow-up email, reminding them to fill out the survey one week prior to the survey being closed. This reminder, along with the individual email, helped yield a high response rate. Out of the 1,565 unique CAASPP coordinators that were contacted, 700 responded and verified that they were coordinators. A total of 777 initially responded to the survey, but 10% were screened out because they indicated that they were not CAASPP Coordinators.

45% response rate

LEA Demographics



About one-third of survey participants were from charter schools.

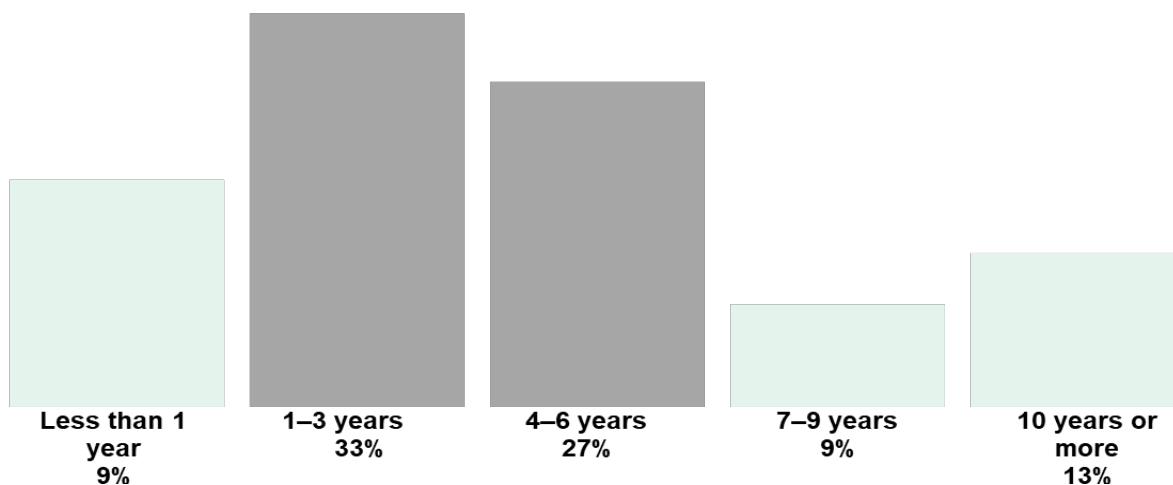


Many LEAs that participated were primarily rural.

Most survey participants came from smaller districts with less than 6,000 students.



Most have been in the coordinator position between one and six years.



More than half of survey respondents also serve as the LEA CAASPP Coordinator.

Additional LEA demographic data is located in Appendix A, Figures 1 and 2.

Findings

Satisfaction with Current Resources

- **84%** of respondents are **satisfied or very satisfied** with the **amount** of resources available to CAASPP Coordinators.
- **83%** of respondents are **satisfied or very satisfied** with the **quality** of resources available to CAASPP Coordinators.

There are so many great resources.

When asked about their most preferred method of receiving information related to CAASPP:

- **91%** of respondents said they preferred to receive an **email** (e.g., CDE Weekly Update/Assessment Spotlight).
- **35%** preferred **CAASPP.org**.
- **29%** preferred a **monthly webcast or webinar**.

When asked how often certain methods were used to communicate with teachers about CAASPP:

- **83%** of respondents said they **often or always** use **email** to communicate.
- **54%** said they **often or always** use **in-person trainings or meetings**.
- **38%** indicated they **often or always** use **memos (hard copies) or printed information**.

Best practices...I love to hear how other districts operate from a procedural standpoint.

Of the 700 respondents, 181 (26%) provided meaningful feedback to the open-ended question, **“What additional resources or support is needed to help you be successful in your role as CAASPP Coordinator?”**

The top four areas addressed by respondents are:

- Frequency, mode, and quality of training
- The organization of resources and info on the CAASPP website
- Timely dissemination of resources and information
- Collaboration and communication of best practices

Detailed response information for each question is provided in Appendix A. The full text of all open-ended comments are provided in Appendix B.

Awareness and Usage of CAASPP Resources: CAASPP Coordinator Checklist

Survey respondents were asked to indicate their familiarity with, and usage of, and how they learned about specific LEA CAASPP Coordinator resources. Their responses are summarized below.

When asked about familiarity with the CAASPP Coordinator Checklist

- **63%** said they **use it sometimes** or **use it on a regular basis**.
- **18%** said they were **aware of it**, but never used it.
- **19%** said they were **not familiar at all** with it.

When asked about the usefulness, future use, and recommendation

- **90%** rated the resource on usefulness as **good or excellent**.
- **95%** said they were **likely or very likely** to use the resource in the future.
- **90%** said they were **likely or very likely** to recommend it to a colleague.

Of those who were familiar, when asked how they learned of the resource

- **31%** said they learned from **CAASPP.org**.
- **30%** said they learned **in person at a meeting or training**.
- **19%** learned via a **CAASPP Update/Assessment Spotlight email**.

Out of all survey respondents, 52 (7%) provided responses to the open-end item, “**What suggestions for improvement do you have for the LEA CAASPP Coordinator Checklist?**”

Many expressed interest in the need to streamline the checklist:

Keep it simple—and as short as possible.

Several respondents brought up the need to make the resource more accessible. Some suggested posting the checklist on the TOMS dashboard or emailing it to the LEA CAASPP Coordinator upon designation.

Detailed response information for each question is provided in Appendix A. The full text of all open-ended comments are provided in Appendix B.

Awareness and Usage of CAASPP Resources: CAASPP in Action Series

When asked about familiarity with the CAASPP in Action Series

- **17%** said they **viewed** or **viewed and shared** the resource.
- **27%** said they were **aware of it**, but never used it.
- **56%** said they were **not familiar at all** with it.

When asked about the usefulness, future use, and recommendation

- **85%** rated the resource on usefulness as **good or excellent**.
- **84%** said they were **likely or very likely** to use the resource in the future.
- **87%** said they were **likely or very likely** to recommend it to a colleague.

Of those who were familiar, when asked how they learned of the resource

- **38%** said they learned **in person at a training or meeting**.
- **33%** learned via a **CAASPP Update/Assessment Spotlight email**.

Only 13 respondents offered responses to the open-end item, “**How could the CAASPP in Action series be improved?**” Suggestions centered around the following two areas:

- Providing updates

For some, it would be nice to have a follow up. What have they changed since the CAASPP in Action report from prior years?

- Making the series more accessible or visible

I love that these districts speak at CAASPP institutes during the panel discussions.

Each district/spotlight could be highlighted at a webinar...For example, if the webinar is on test security then perhaps one district/spotlight would be referenced.

Detailed response information for each question is provided in Appendix A. The full text of all open-ended comments are provided in Appendix B.

Awareness and Usage of CAASPP Resources: Notification of CAASPP Administration Letter Template

When asked about familiarity

- **85%** said they **use it with modifications** or **use it as is**.
- **10%** said they were **aware of it**, but never used it.
- **6%** said they were **not familiar at all** with it.

When asked about the usefulness, future use, and recommendation

- **83%** rated the resource on usefulness as **good or excellent**.
- **90%** said they were **likely or very likely** to use the resource in the future.
- **86%** said they were **likely or very likely** to recommend it to a colleague.

When asked how they learned of the resource

- **28%** learned via a **CAASPP Update/Assessment Spotlight email**.
- **26%** said they learned from **CAASPP.org**.
- **16%** said they learned **in person at a training or meeting**.

When asked if they used translations of the resource

- **80%** said they used the Spanish translated template.

5% indicated they used Chinese (Simplified), 4% used Vietnamese, Arabic, or Pilipino (Tagalog), and 3% or less used the Chinese (traditional) or Korean translations.

51 respondents provided responses to the open-end question, “**What suggestions do you have for improvement of the Notification of CAASPP Administration Letter Template?**” responses were consistent in four areas:

- The timeliness of its release (including translations)
- The need to simplify the language and presentation
- The need for additional languages
- The need to include a notification of parents rights to exempt students from testing

Detailed response information for each question is provided in Appendix A. The full text of all open-ended comments are provided in Appendix B.

Awareness and Usage of CAASPP Resources: Score Report Letter Template

When asked about familiarity

- **81%** said they **use it with modifications** or **use it as is**.
- **12%** said they were **aware of it**, but never used it.
- **7%** said they were **not familiar at all** with it.

When asked about the usefulness, future use, and recommendation

- **83%** rated the resource on usefulness as **good or excellent**.
- **89%** said they were **likely or very likely** to use the resource in the future.
- **86%** said they would be **likely or very likely** to recommend it to a colleague.

Of those who were familiar, when asked how they learned of the resource

- **28%** learned via a **CAASPP Update/Assessment Spotlight Email**.
- **26%** said they learned from **CAASPP.org**.
- **15%** said they learned **in person at a training or meeting**.

When asked if they used translations of the resource

- **79%** or more said they used Spanish or another translation.
- **20%** said they did not use the translated template.

5% of respondents indicated they used Chinese (Simplified), 4% used Vietnamese, Arabic, or Pilipino (Tagalog), and 3% or less used the Chinese (traditional) or Korean translated template.

Responses to the question “**What suggestions do you have for improvement of the CAASPP Score Report Letter Template?**” were centered around the following areas:

- Providing translation versions sooner
- Making the template shorter and/or easier to read
- Adding additional languages

A few respondents had formatting suggestions and one commented on the importance of providing video versions of the information for parents.

We love the video that walks parents through the CAASPP scores and wish it was available in additional languages.

Detailed response information for each question is provided in Appendix A.

Awareness and Usage of CAASPP Resources: Guide to Understanding Student Score Reports

When asked about familiarity

- **82%** said they **use it with modifications** or **use it as is**.
- **12%** said they were **aware of it**, but never used it.
- **6%** said they were **not familiar at all** with it.

When asked about the usefulness, future use, and recommendation

- **85%** rated the resource on usefulness as **good or excellent**.
- **92%** said they were **likely or very likely** to use the resource in the future.
- **88%** said they were **likely or very likely** to recommend it to a colleague.

Of those who were familiar, when asked how they learned of the resource

- **27%** said they learned from **CAASPP.org**.
- **26%** learned via a **CAASPP Update/Assessment Spotlight email**.
- **15%** said they learned from the **CDE website**.

When asked if they used translations of the resource

- **81%** or more said they used Spanish or another translation.
- **19%** said they did not use the translated template.

6% of respondents indicated they used Chinese (Simplified), 5% used Arabic, 4% used Korean, Vietnamese or Pilipino (Tagalog), and 2% used the Chinese (traditional) translated template.

Responses to the “**What suggestions do you have for improvement of the Guide to Understanding the Student Score Report?**” largely echoed responses to the similar question regarding the Notification of CAASPP Administration letter template and the Score Report Letter Template, with comments addressing the following areas:

- The need for the document to be condensed
- The timeliness of the release
- The production of the document in additional languages

Additional responses included areas such as making the guide available in video format in all languages and delivery method of the current report.

Send a soft copy via the CAASPP Assessment Spotlight email so we can email them to parents.

The full text of all open-ended comments are provided in Appendix B.

Summary and Recommendations

In summary, most of the feedback received from the CAASPP Coordinator survey was positive. More than 80% indicated that they were satisfied with the amount and quality of resources for CAASPP Coordinators, and many provided suggestions for making the resources more accessible, timely, and easier to follow. Those suggestions included:

- Updates to the CAASPP Coordinator checklist to make it more user friendly with detailed due dates
- Using simplified language of the letter templates to ensure they are accessible by a parent audience
- An earlier release of deliverables to the field so LEAs have time to review and distribute in a timely manner

Based on the comments and suggestions provided by the survey respondents, the SCOE puts forth the following recommendations for future deliverables:

- Notify coordinators about available resources early and often
- Focus on creating simple resources for use with parent audiences

A complete list of all participant comments and suggestions is available in Appendix B

Appendix A

Figure 1. Respondents by schools' grade levels

Many respondents serve elementary and middle school students.

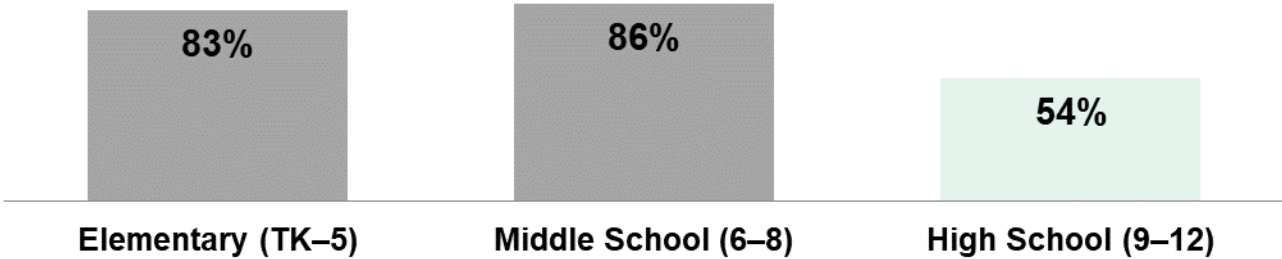


Figure 2. Respondent roles

Half of respondents also serve as the LEA ELPAC Coordinator.

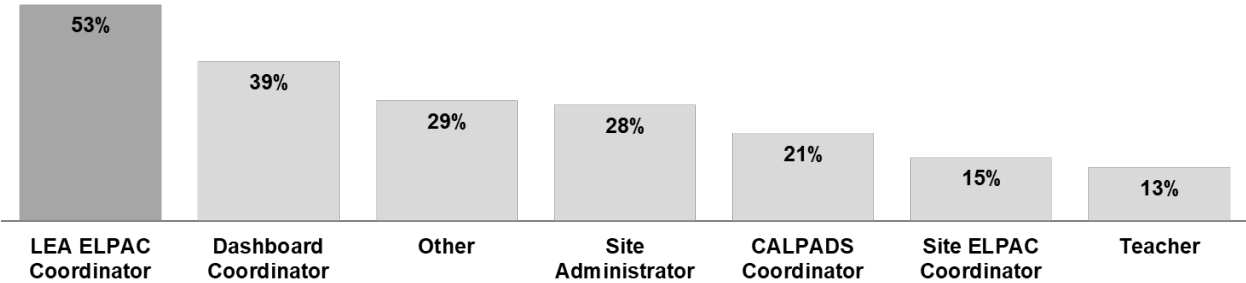


Figure 3. Satisfaction with current resources

Percent of participants that are Very Satisfied (VS), Satisfied (S), Somewhat Satisfied (SS), or Not at all Satisfied (NS) with the following statements:

The **amount** of resources (documents and videos) available to CAASPP Coordinators.

The **quality** of resources (documents and videos) available to CAASPP Coordinators.

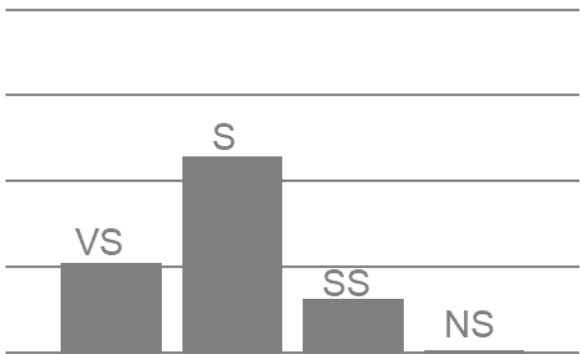
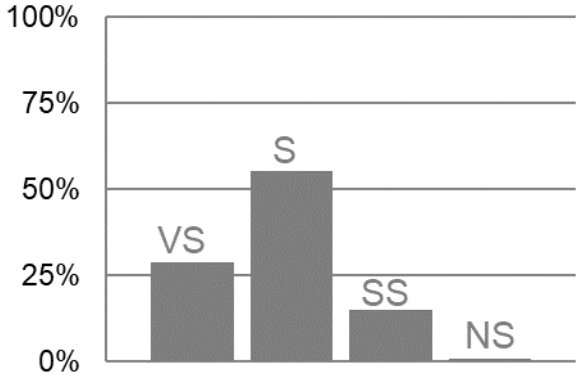


Figure 4. Email is the most preferred method of communication.

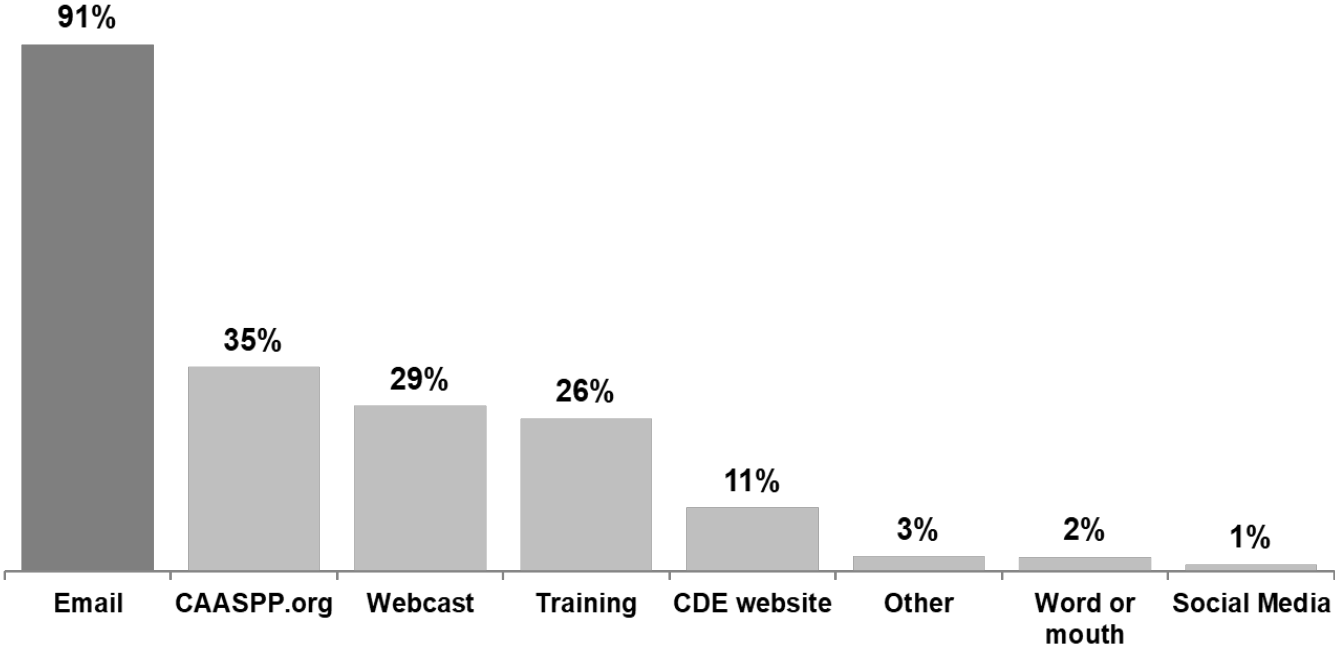


Figure 5. Frequency of Communication Methods

Percent of participants that responded with Always (A), Often (O), Sometimes (S), or Rarely (R) to the following statements:

How often do you use **email** to communicate with teachers about CAASPP resources?

How often do you use **in-person trainings or meetings** to communicate with teachers about CAASPP resources?

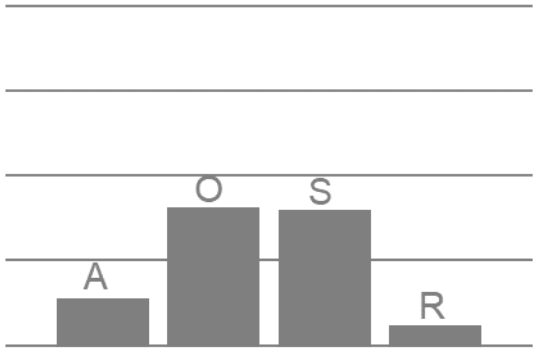
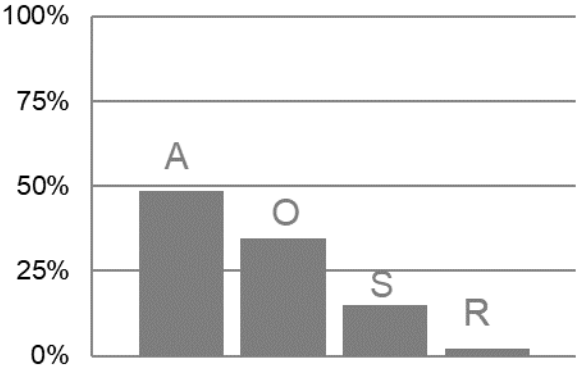
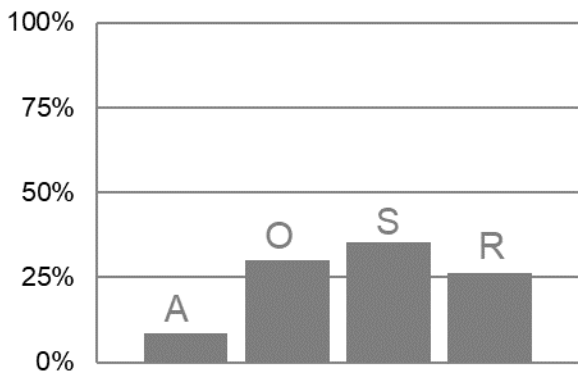


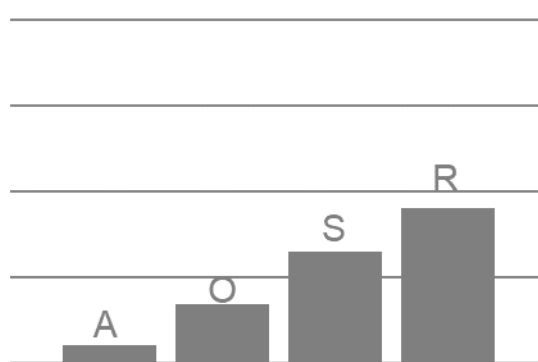
Figure 5 (cont'd). Frequency of Communication Methods

Percent of participants that responded with Always (A), Often (O), Sometimes (S), or Rarely (R) to the following statements:

How often do you use **memos/printed information** to communicate with teachers about CAASPP resources?



How often do you use **phone calls** to communicate with teachers about CAASPP resources?



How often do you use **webcast or web-based meeting** to communicate with teachers about CAASPP resources?

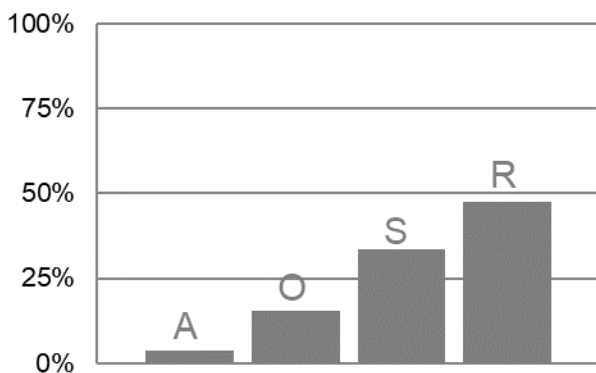


Figure 6. CAASPP Coordinator Checklist

Of those familiar with the checklist, most learned about it via CAASPP.org or in person.

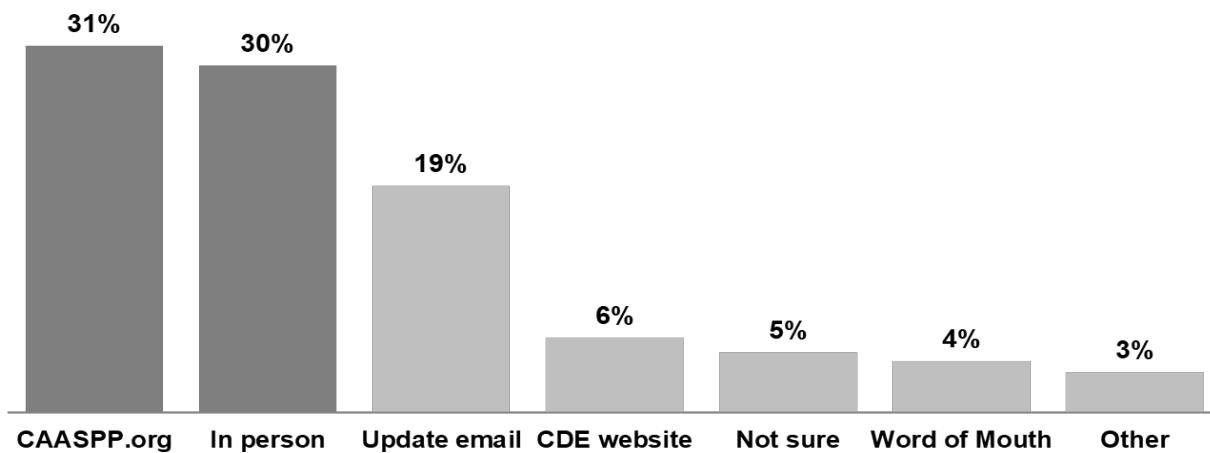


Figure 7. Usefulness of CAASPP Coordinator Checklist

Percent of participants that responded with Excellent (E), Good (G), Fair (F), or Poor (P) to the usefulness of the LEA CAASPP Coordinator Checklist.

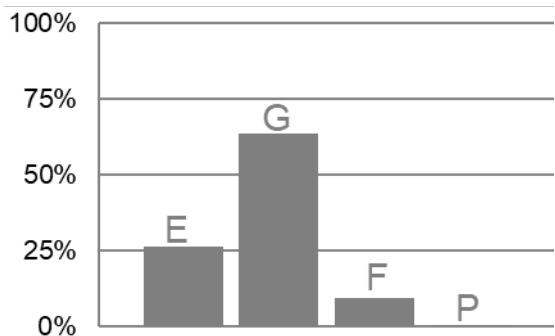


Figure 8. Likelihood to use/recommend CAASPP Coordinator Checklist

Percent of participants that responded with Very Likely (VL), Likely (L), Unlikely (U), or Very Unlikely (VU) to the following questions:

How likely are you to use the **LEA CAASPP Coordinator Checklist** in the future?

How likely are you to recommend the **LEA CAASPP Coordinator Checklist** to a colleague?

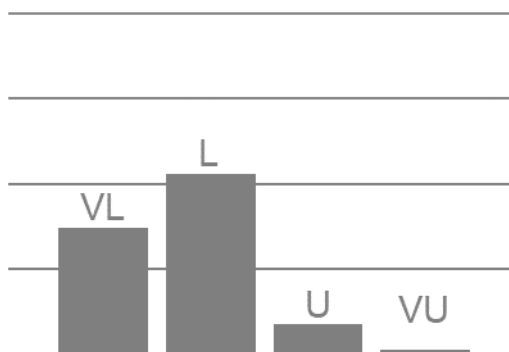
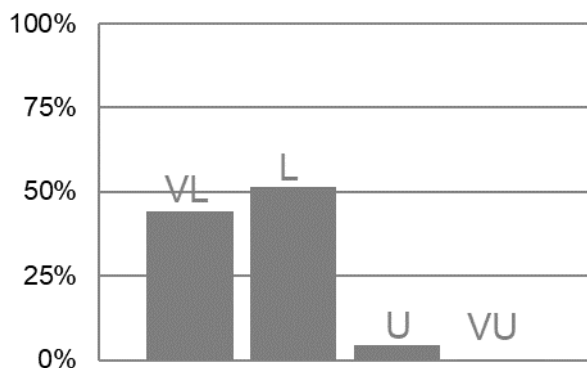


Figure 9. CAASPP in Action Series

Of those familiar with the CAASPP in Action Series, most learned in person or through an update email.

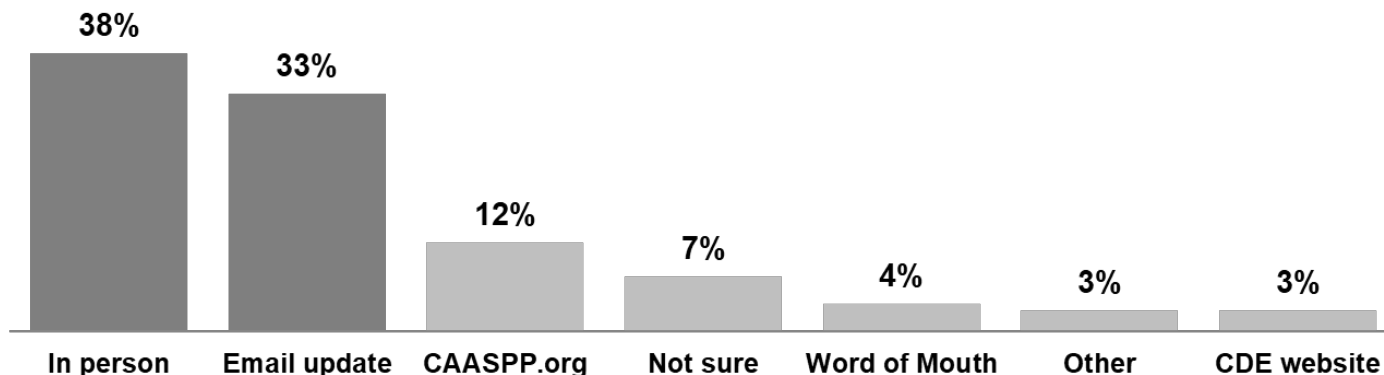


Figure 10. Usefulness of CAASPP in Action Series

Percent of participants that responded with Excellent (E), Good (G), Fair (F), or Poor (P) to the usefulness of the CAASPP in Action Series.

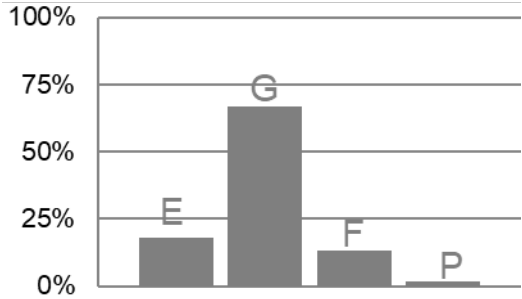
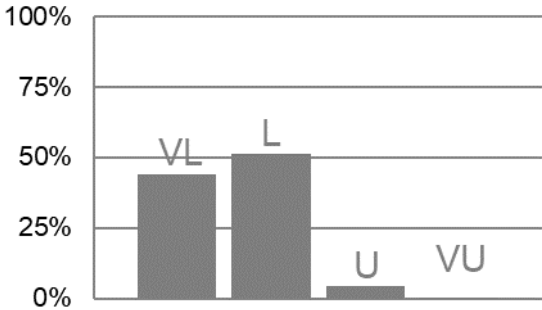


Figure 11. Likeliness to use/recommend CAASPP in Action Series

Percent of participants that responded with Very Likely (VL), Likely (L), Unlikely (U), or Very Unlikely (VU) to the following questions:

How likely are you to use the **CAASPP in Action Series** in the future?



How likely are you to recommend the **CAASPP in Action Series** to a colleague?

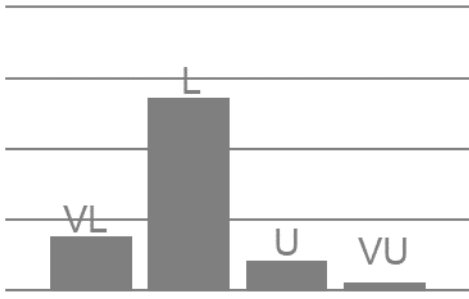


Figure 12. Notification of CAASPP Administration Letter Template

Of those familiar with the Notification of CAASPP Administration Letter Template, most learned about it via an email update or CAASPP.org.

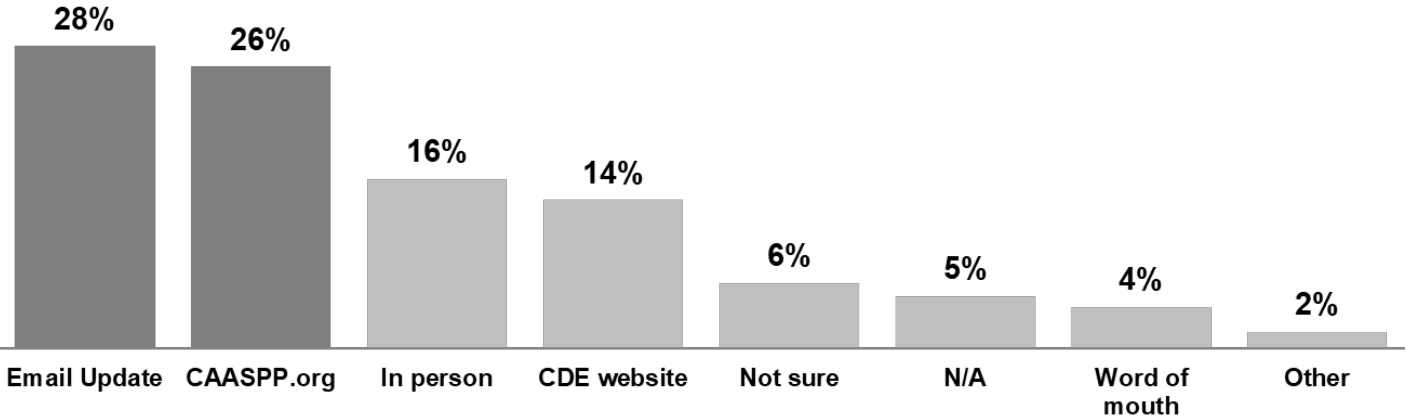


Figure 13. Usefulness of Notification of CAASPP Administration Letter Template

Percent of participants that responded with Excellent (E), Good (G), Fair (F), or Poor (P) to the usefulness of the Notification of CAASPP Administration Letter Template.

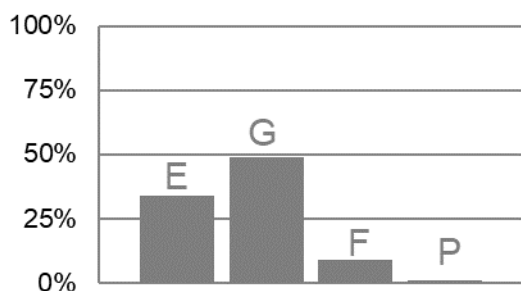


Figure 14. Likelihood to use/recommend Notification of CAASPP Administration Letter Template

Percent of participants that responded with Very Likely (VL), Likely (L), Unlikely (U), or Very Unlikely (VU) to the following questions:

How likely are you to use the Notification of CAASPP Administration Letter Template in the future?

How likely are you to recommend the Notification of CAASPP Administration Letter Template to a colleague?

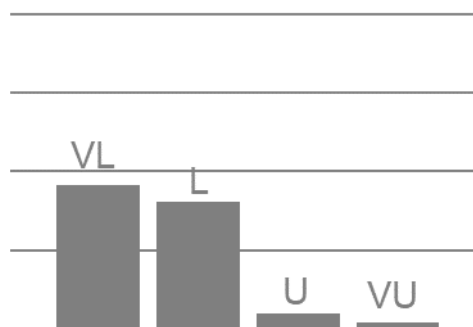
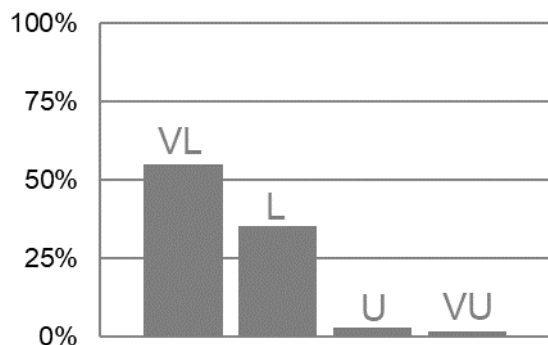


Figure 15. Score Report Letter Template

Of those familiar with the Score Report Letter Template, most learned about it via an email update or CAASPP.org.

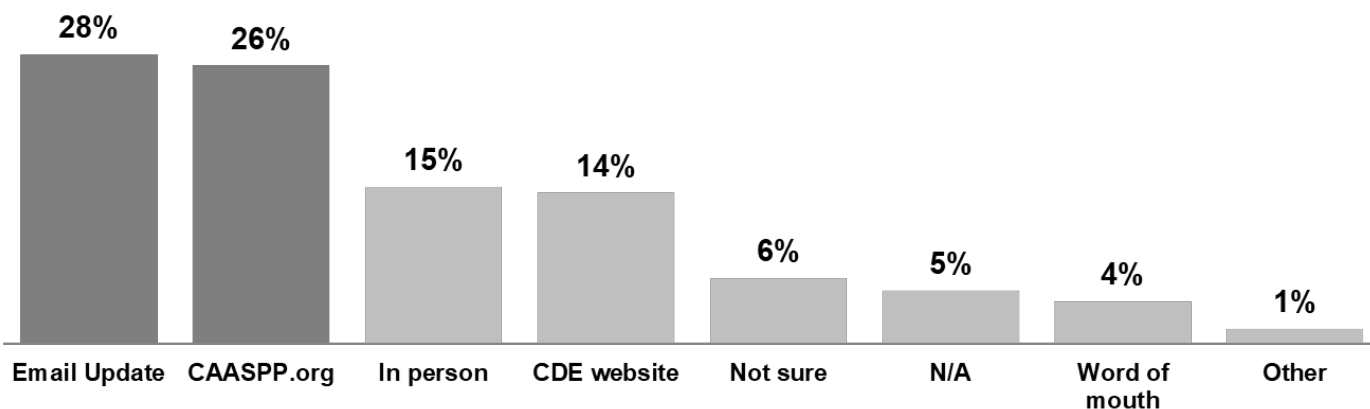


Figure 16. Usefulness of Score Report Letter Template

Percent of participants that responded with Excellent (E), Good (G), Fair (F), or Poor (P) to the usefulness of the Score Report Letter Template.

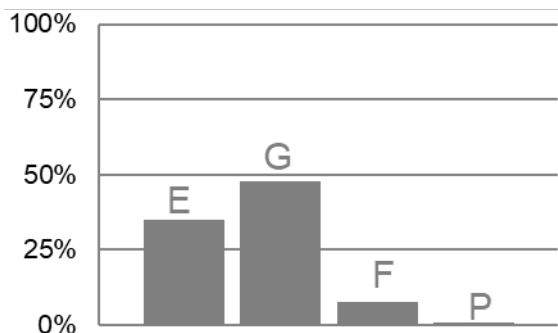


Figure 17. Likeliness to use/recommend Score Report Letter Template

Percent of participants that responded with Very Likely (VL), Likely (L), Unlikely (U), or Very Unlikely (VU) to the following questions:

How likely are you to use the **Score Report Letter Template** in the future?

How likely are you to recommend the **Score Report Letter Template** to a colleague?

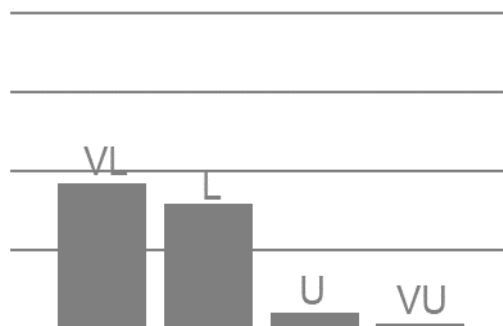
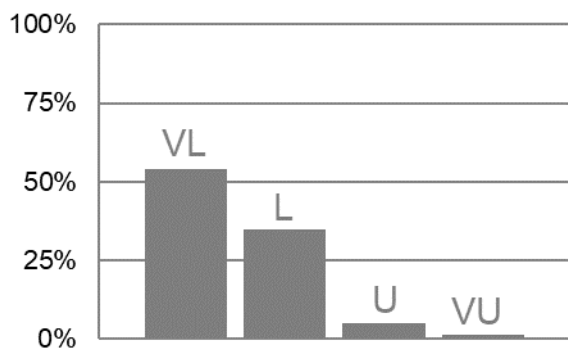


Figure 18. Guide to Understanding the Student Score Report

Of those familiar with the Guide to Understanding the Student Score Report, most learned about it via CAASPP.org or an email update.

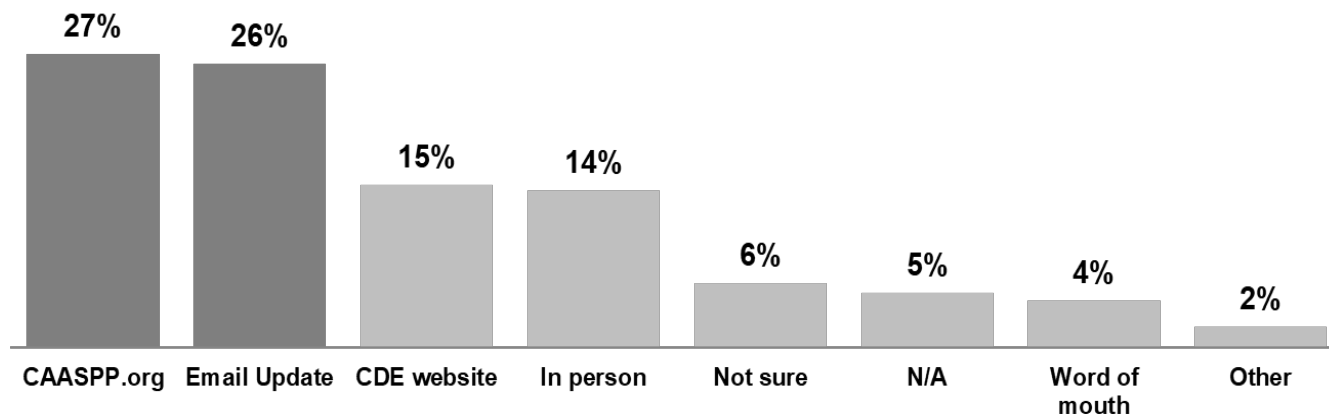


Figure 19. Usefulness of Guide to Understanding the Student Score Report

Percent of participants that responded with Excellent (E), Good (G), Fair (F), or Poor (P) to the usefulness of the Guide to Understanding the Student Score Report.

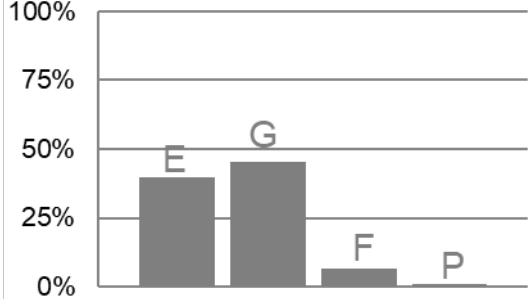
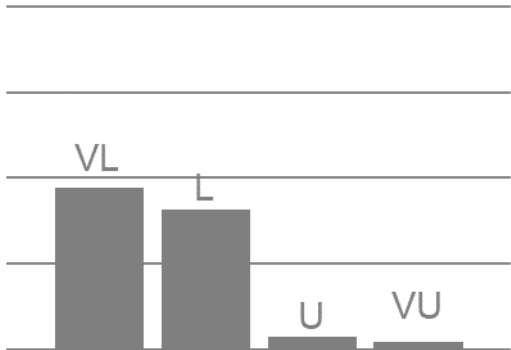
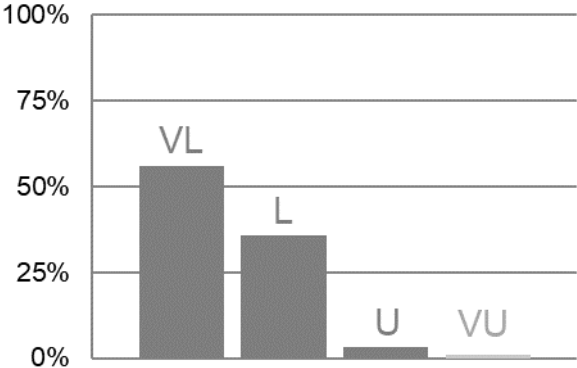


Figure 20. Likeliness to use/recommend Guide to Understanding the Student Score Report

Percent of participants that responded with Very Likely (VL), Likely (L), Unlikely (U), or Very Unlikely (VU) to the following questions:

How likely are you to use the **Guide to Understanding the Student Score Report** in the future?

How likely are you to recommend the **Guide to Understanding the Student Score Report** to a colleague?



Appendix B

The comments listed below are verbatim feedback provided by the survey respondents. They have not been changed or edited in any way in order to maintain the integrity of the feedback.

If not at all satisfied with the amount of resources (documents and videos) available to CAASPP Coordinators, please explain why.

- Trying to find videos and resources can be very challenging at times. I would love to see the website reorganized to be more user friendly (and the search function updated).
 - Some documents are not updated regularly.
 - When looking for items in the search bar, sometimes nothing comes up
 - The organization of the resources is too complex.
 - Uncertain. It took me longer than anticipated to register as a Coordinator so I have not yet had time to review the materials.
 - There are A LOT of resources, and they improve each year. Additional short tutorials would be helpful.
 - It will be really helpful to receive the documents for the training that I am not able to attend.
 - I would have liked to have received a general PP template of the most important information to cover. I understand all districts are at different levels, at least from here we could personalize without missing important info.
 - Difficult to find the documents.
 - I love the resources but I feel the timing is a little off. I would like to have all updated documentation and resources early in the school year as we try to implement the IABs.
 - There's a lot to learn; overwhelming.
 - Great Tools.
 - The videos for the designated supports were hard to find and view.
 - I need a tutorial on setting up Interim Assessments for teachers who want to use them for their class.
 - Well, there are a lot of resources.....not easy to get info out of them, but there seem to be a lot to choose from.
 - More interactive trainings would be appreciated.
 - Sometimes cluttered with outdated (past years) info when trying to do searches.
 - They are available but they could use more clarity and ease in use.
 - There's almost too many to feel comfortable knowing where to go. I wish there was a more user friendly dashboard organized with everything.
 - Just started with this so I am not sure.
 - There is a wealth of information. However, there are literally reams of pages of information when you look at all of the different user manuals, DFAs, etc. It should not be this complicated and time intensive to assess student progress.
 - As a new coordinator, it is difficult to know which videos, which resources I should be using first.
 - It is hard to locate items and the last time I checked outdated info was still posted.
 - We previously had the handbook for the district coordinator with chapter/index to locate timelines etc. for forms, PO's etc. I can't find that information and have to use chat for the information.
-

- This will be my first year as the CAASPP coordinator and I do not know what I am supposed to do.
- My teachers would like live training on the embedded tools not videos/links forwarded to them. They want to be trained in person by a knowledgeable colleague.
- Have not accessed or know where to access resources beyond documents searched for on internet.
- But it was difficult getting started in this role because I didn't find a video that gave a 101 for CAASPP coordinator that walked you through the process of Lea & site coordinator for a small school where one person plays both roles. I wasted a lot of time going to CAASPP conferences that were for teachers when I needed to know the technical parts.
- I'm still learning about resources.
- Was thrown into the position without explanation of resources.
- There are too many resources and they are hard to find because they are in different places. There is not one place to go for all information.
- Wish we were given a training notebook like the one we get for ELPAC summative.
- Need current EASY and clear stuff for interims!
- Need for quick guides for the interim assessments to share with staff. Currently user manual is not helpful in training.
- It would be great to see a more friendly interface for teachers to learn the resources. We are always condensing to smaller bites for them to access.
- Organization of resources on the site is a challenge.
- Every time we watch your webcast it fails and we have gigabit connection. Would you consider using google meet or YouTube live?
- There are too many resources in disparate locations. It would be great to consolidate the absolutely necessary resources in some sort of module, and then include an appendix or search friendly repository for ad hoc docs and videos.

If not at all satisfied with the quality of resources (documents and videos) available to CAASPP Coordinators, please explain why.

- Uncertain. It took me longer than anticipated to register as a Coordinator so I have not yet had time to review the materials.
 - A better video for training staff that is brief and focuses on the teacher role before, during and after testing.
 - It's taking me too long to figure things out.
 - It is hard to find information I am looking for with key words. Also, I don't find the slide shows very useful. Digging through the manuals to find information is also frustrating.
 - Lately, I have not been able to view the live webinars as there is often no sound and live streaming of the webinar is sketchy (stop and go). This is very frustrating as this may be my only time to watch it.
 - The quality is ok, and has definitely improved over the last 4 years. However, I am constantly need to cut and paste info into digestible chunks for principals, test site coordinators and teachers. Related to comment above, it is information and resource overload. The search functionality on the website is not helpful.
 - The short videos on designated supports and accommodations are extremely helpful. Thank you for those!
 - I'm still learning.
 - It would be nice to have a search component with advance search to search specific criteria within the TOMS help section or in the CAASPP site.
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- I would love a student facing video, that explains why the test is important, what it's purpose is, etc. The ones online are pretty old
- We previously had the handbook for the district coordinator with chapter/index to locate timelines etc. for forms, PO's etc. I can't find that information and have to use chat for the information.
- Too slow, and too long.
- Have had some technical issues.
- Have not accessed or know where to access resources beyond materials searched for on internet.
- Too many and not sure which I need when. How about a google classroom that has all the videos your going to need in the order you'll need them. Again for someone playing both LEA and site coordinator and test examiner roles it's a lot to jump into.
- Was thrown into the position without explanation of resources
- The videos are very dry and not very informative.
- Need more quick guides; the manuals are not user friendly or time friendly for coordinators who have multiple other roles.

What additional resources or support is needed to help you be successful in your role as CAASPP Coordinator?

- Need more quick guides; the manuals are not user friendly or time friendly for coordinators who have multiple other roles.
 - Trying to find videos and resources can be very challenging at times. I would love to see the website reorganized to be more user friendly (and the search function updated).
 - Timelines with specific details on what to do and when.
 - Strategies for getting feedback from case managers and teachers on what accommodations/designated supports students may need.
 - Explanation of importing student test settings and providing more guidance for the speech to text feature.
 - It would be terrific if CAASPP had a "Geek Squad." We've had a lot of difficulty rostering/creating student groups in ART and ORS. It would be super useful if there were a team of people that could come out to sites to help them set up these systems.
 - Make it easier for teachers and coordinators to search, find and locate specific resources.
 - Too many things to coordinate for small districts. The system is very complex and can feel overwhelming.
 - TOMS support and coordination. We continue to struggle with issues related to my CAASPP Support Staff being recognized by TOMS Staff, and getting the support they need.
 - Access to demo sites.
 - Additional short tutorials with the test administrator as the target audience. This would be helpful for site coordinators to use during their training. For example, a short video demonstrating a classroom's test session including TA preparing the test room (covering walls); ensuring students put away phones, books; following the Directions for Administration (DFA); monitoring testing by observing students and the TA interface; as students finish they shut down computers and read a book.
 - More short video series that explain ALL of the CAASPP System components. Just like the Smarter Balanced Interim Assessments Video Series, but updated on time (ready by the transition to the new school year) and with a more engaging and entertaining tone of voice.
 - Student Information System import/export procedures prior to testing and posttest/results.
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- Reminders of timelines for submission and review for data collection/upload (i.e.: in the CAASPP update add a small ""Don't forget"" section with a reminder for test accommodation upload & verification; user upload etc.)
 - Post the TE, TA, TSC, and LEA in a Word document to allow us to customize/edit them to include dates, contacts, etc. without having re-create the documents ourselves.
 - As mentioned, a general PP Template with the most important info. Or at least a heading to begin. Or- an outline to know what should be covered. If this already exists, I do not know where to locate. I asked about the PP template at the meeting and was told none was available, not other resources were suggested.
 - In our digital times, using the website is often preferred. However, when your site/district has spotty internet service at times, it is extremely frustrating. I would LOVE a printed manual that has the online info at your fingertips.
 - Just a one stop shop for support documents, resources. Also, perhaps a peer Q&A forum.
 - I'm the alternate LEA CAASPP coordinator. However the main LEA CAASPP coordinator is the director of our Alt Ed program and relies on me to manage all things CAASPP. I wish that I could receive the automatic emails that are just sent to the primary LEA CAASPP coordinator. He is very busy and does not always forward those critical messages to me.
 - Basic Power Point that I can use at a short staff meeting with teachers on how to log onto interim assessments. Just step-by-step instructions.
 - Tabs for specific videos to be used for training testing administrators.
 - Trainings/institutes.
 - Send email reminders with embedded links on where we can find the information quickly. You have done this, I'm just reinforcing how crucial it has been to help me in particular.
 - More of the Summer trainings - we have the data, now what? Throughout the school year.
 - I need to get emails with the hyperlinked with the released test questions or the CAASPP tests practice.
 - Online training for teachers and site administrators, videos, or print resources are not enough.
 - It is getting harder and harder to train all staff. Could there be a CAASPP online training similar to CAA but shorter? Many teachers have been trained but they need refreshers and we do not have much available time to train in all of the assessments.
 - E-signing for affidavits.
 - Resources for teachers & students.
 - Better special education updates through email, rather than just in, in person trainings
 - An easier way to pull target reports by student groups/programs. Currently, we had to upload these rosters/groups in order to pull the target reports.
 - Webcasts that are more frequent, applicable, and allow time to process information with our team that is listening. Information is provided too fast. Some webinars should be required whereas others should be optional to allow more time to process the information.
 - Specific flowcharts that delineate how TOMS interfaces with Digital Library, Interim assessment System, etc.
 - More clarity on CAST grade level at high school.
 - During testing, it needs to be easier to locate the students who have unfinished tests.
 - After the test has been given, the scores need to be easier to report back to teachers.
 - Training from state/CAASPP, not my district.
 - Support creating testing groups.
 - I think appropriate resources are there, I just need a lot of time!
 - I appreciate your webinars and in person trainings.
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- More student computers. If the state is going to require all of this online testing, the state should be providing 1:1 computers for students. Teachers should not have to be going to Donors to ask for computers for their classroom. During CAASPP testing, we have to shut down our computer labs for K-2 students. With a site of 850 students, this means 6 weeks. This is not fair to those students.
 - An option to print log-in and passwords for each student as a card or label; brief videos for training test administrators; videos for how to use different test features and accommodations.
 - It would be helpful to have a conference on the following topics: Maximizing the use of CAASPP Data: Preparing students for the CAASPP (ELA, Math and Science) High School. Also, it would be helpful if more seats were available at trainings. Often, I can only get one spot for my district.
 - That the resources would be available by the start of the school year. It seems like much of it does not become available until after the window opens.
 - Make both the IAB/Digital Library and TOMS be ONE.
 - Provide updates in all aspect of CAASPP.
 - Timeline of activities and responsibilities with suggested dates for completion.
 - Easier navigation of resources on CDE website.
 - Yearly meetings at the beginning of each year to discuss changes in the program
 - Having a review or training for being a coordinator would be helpful. How to turn on and off certain designated supports, like text to speech was difficult this year.
 - Something like a Google Group so we can put questions out about what we would like to know and others can answer if possible.
 - EMAILS WITH WEBINAR LINKS.
 - Please streamline the IAs/Digital Library so it is EASY to navigate and use.
 - Training classes.
 - Easier to find details about the important parameters. For instance, there is no obvious place that describes the testing period after a student has signed into their test. I had to dig deep into the manual and came across the information by accident. I suggest having a glossary of terms and acronyms handy on every page.
 - more specific "Single School" directions/ instructions on "how-to's" because we always have to call to obtain different instructions rather than receive them via email.
 - A regional rep to call with specific questions throughout the year.
 - Simplification.
 - A better way to use the interim assessments linked to our SIS.
 - more info on IABs.
 - It would be helpful to have someone explain the process of setting up multiple testing windows within an LEA and to explain if there is an advantage/disadvantage to having multiple windows. I don't know if this is written down in steps anywhere.
 - I need support in the form of better consolidation of information. I also need to have materials and updates posted much sooner that they are now. It is difficult to manage the CAASPP system when support materials come out so late. One example is the documentation for CAASPP Account creation this year. The documentation was not released until October but a new, more complicated system was put into place. It made the account creation for my sites later than it should have been and difficult to communicate.
 - Training Resources for TA's.
 - Contacts of experts and people who can answer specific questions.
 - We shouldn't have to wait on hold only to be told it's a known issue (but not posted on the website) and there isn't a fix. You know how stressful it is for teachers and students to be in a testing environment and can't do anything because nothing works.
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- Sometimes important information only goes to the primary LEA coordinator who doesn't always pass on the information. It would be nice if all information goes to each LEA coordinator. It would also be nice if documents and training videos are uploaded more often and we don't have to wait months before getting more up to date information. For example, the user guides should be getting ready to post online. Sometimes those user guides don't get paid until testing is well under way. All interim documents should be current to this administration and not last year at this point. Better training of ETS staff. Every time I chat or call them, they always need to ask a lead about the issue. Then after waiting a long time I get told that the lead will look into it and they will get back to me. In September, I requested a packing list for the last wave of score reports received and I still haven't gotten it and they are still working on it. I can't do my job to ensure we got everything if ETS keeps telling me they will get back to me. Sometimes you need information now, not later. Even if I complain, who will listen? No one will do anything about it because no one knows anything. If a system is down or something is not working then we should be notified about it immediately.
 - A practice test needs to be available sooner for the Special Ed students taking the CAA.
 - Please ensure that all resources and guidance are published WELL IN ADVANCE of when we need them. Remember that we are in charge of training our site testing coordinators and that requires lead time.
 - Teacher friendly training resources, presentations, etc.
 - More timely resources for LEAs with earlier test windows. We start monthly trainings starting in November and we often have to wait for relevant materials.
 - Please develop an online Test CAASPP Test Administrator Training that can be completed individually. Also, please provide digital collection of security affidavits making that list of digitally signed affidavits available to coordinators.
 - Getting a yearly account has proven extremely difficult this year specifically.
 - Emailed reminders and instructional resources for teachers and staff.
 - I would appreciate information being available earlier. It seems as though we are getting information "just in time".
 - We have several in our district considered "CAASPP Coordinator"however our superintendent is the only one with initial access. We get hung up there. It would be nice if at least two people could get the access assigned.
 - More in person training or interactive webinars
 - I am satisfied.
 - Less required training would be helpful. With all of the hats I wear, it is challenging to attend multiple trainings for CAASPP and ELPAC, especially since they are only offered over an hour away from my school. Once there, much of the information is repetitive. For experienced coordinators, online updates regarding changes or new resources would be sufficient.
 - Constant communication and have sources readily available to help students prepare early.
 - I would like some assistance with the interim assessments that isn't an of site 2 day training. If there is a good resource I haven't been able to find it and want to implement across campus with all teachers this year and help them get access to the results.
 - Further elaboration regarding Accessibility supports.
 - All the checklists you can think of.
 - Getting the necessary resources as early as possible.
 - More training opportunities for CAST. Only one was offered in our area and it filled up quickly.
 - More training opportunities for new LEA CAASPP Coordinators. In September, learning a new job and not having a training accessible-- all of these were barriers to the information. I am hoping to access the information online, although I do wish there were more opportunities in October or even November for me to attend.
 - Sample letters and forms.
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- Up to date information. Clean up from previous years and remove it.
 - Last year, we had trouble without an earlier CAASPP Pre-test workshop in the Inland Empire.
 - Being new and feeling overwhelmed, it would help to have emails as benchmarks that remind us of tasks that need to be completed by a certain deadline.
 - Simple user friendly guides to pass on to teachers to utilize resources.
 - Make finding the correct page of a manual after doing a search easier to find.
 - Resources need to be easily identifiable on the CAASPP website. They are still difficult to find. In addition, it would be nice to have manuals accessible much earlier than they are available at this time.
 - I like a checklist approach from different perspectives: annual, pre-test, during-test, post-test.
 - Clear, simple & explicit timeline with hyperlinks.
 - Quick tip sheet on how to start an IAB, look at IAB results, etc.
 - Would love a PowerPoint training template to adapt and use with staff new to grades 3-8 that will be responsible for administering CAASPP assessments.
 - teacher email options for grade level information and video training as well as digital library info.
 - A shared Google Calendar with important dates would be nice.
 - Simplified, targeted instructions for teachers - they will never read an 80 page DFA given all of the demands on their time.
 - If possible, have webcasts archived and available sooner. I have missed some unexpectedly and would have liked to have access to them (as well as any accompanying materials) as soon as possible.
 - None, resources are great.
 - More hands on teacher trainings.
 - More clarity with issues such as not sending reports for 10% of the students. Dealing with issue of increased security provisions making signing on for everyone more difficult.
 - Continue with on-line trainings.
 - More time.
 - Just keep the updates coming along with reminders.
 - It would be nice to have a training as a follow up highlighting what is new. As a coordinator who has been doing this for a few years it is hard to take time away from my classroom if only one session will apply.
 - We have great support through our COE.
 - Due to the many resources available, it would be nice to have a check off list or timeline of important things to do. The checklist could also have related resources to it, possibly a link to access more information for those who need more help.
 - Very simple checklists, videos or webinars. Not to be overwhelmed with so many emails. It is difficult to filter what is important and what is not.
 - Time to attend trainings.
 - Streamlining the databases and access points to maintain current user accounts. There are too many points of specific entry. There needs to be one interface with selected pathways. It is too cumbersome.
 - Not that you could actually help with this, but resources to pay for an assistant to help manage the continually growing roles and responsibilities.
 - Training on implementation of various accommodations for 504s and IEPs that are non-embedded.
 - Navigating the website is often daunting. The information can sometimes be difficult to find and sometimes what I'm looking for is in the TOMS system and not on the website. I don't always think to look there so a reference telling me that would be helpful.
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- Support needs to be more useful. I have frequently had to spend over a week to resolve a single issue, going back and forth trying to figure out how to resolve issues. Support ALWAYS gives the least amount of information that they can give while still technically answering questions, which often means that numerous follow-up questions (and follow-ups to those, etc.) need to be asked.
 - Quick guides for school site coordinators to add/update rosters from the common SIS exports. Quick guide on the 2018 IAB assignment.
 - Short summary videos/handout on each aspect of CAASPP for Site Coordinators would be helpful. IE- TOMS walkthrough, this is where you find reports, use this report for this to support your checklist. ART is used for this, etc.
 - Some more videos that can be utilized as brief training videos for teachers to preview and administer IAB/ICAs, setting accommodations and supports, and administer a summative assessment. Also, for administering a summative having a video tutorial with questions that teachers need to answer to successfully complete the training (like for the CAA), and a certificate that can be generated upon completion.
 - Materials, resources, and especially manuals available in October or beginning of November; have pre-test meeting dates and materials available in beginning of November.
 - I really appreciate the webinars. It is cost prohibitive for me to go to some trainings.
 - More webinars or workshops specific to special education focusing on the CAA and resources for teachers, accommodations and designated supports also how to utilize the practice test with special education students.
 - Score info from prior LEAs for students in TOMS.
 - Information is not always easy to find on the CAASPP website.
 - A report that list students that have moved into our district during test administration and information on if they have taken any part of the test at a prior school
 - We previously had the handbook for the district coordinator with chapter/index to locate timelines etc. for forms, PO's etc. I can't find that information and have to use chat for the information.
 - Time.
 - Brevity in the information coming across with links that can expand the info if needed - perhaps with bullet points.
 - Support in how to report back to the different stakeholders regarding CAASPP results. Parent Community, School District Board of Education, School Site Council, Students
 - Fewer hoops to jump through getting my secondary LEA coordinators set up and in the system and an easier way for the Superintendent to approve me. Right now it is a coordinating game of me filling out the template and getting him to stop by and sign before it times out. Superintendents are not interested in filling out the form and do not have all of the necessary information.
 - I would like the process to be streamlined. I get such an abundance of emails and I can't keep it all straight. I always feel like I've forgotten something or missed deadlines etc.
 - We need information at the North South to have specific outcomes and accurate, data to be released in a timely manner. The videos/webinars rarely work at times- for example the last webinar, or are poorly conducted.
 - More info on best implementation practices for CAA Science.
 - More rapid upload of the webinar material. Each webinar has stated "once it's 508 compliant" - and then I don't remember to go back and look for the silly thing. Having them ready ahead of time or within a couple of days would be great. Please stop the VIDEO webinars - even on our high speed connection, it was choppy and failed, and the video was irrelevant to the presentation. Stick to slides and voiceover.
 - More Performance Tasks and practice questions to relay to teachers.
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- Continued updates on changes and due dates.
 - Would like to see resources (webinars, manuals, etc.) available a little sooner. Seems like they are not available until last minute.
 - Simplify the information. Always include screen shots and visuals. Keep it pared down and simple.
 - Weeding through all of the information and resources is tough. If a veteran Coordinator could tell me what the most important/useful information/resources are that would be helpful. What are the *key understandings, things I need to do, things I need to know to be successful?
 - ART Training on school site access to student reports and scores and management.
 - Please fix the ability to sign on to the IAB teacher set up site using Chrome books. Right now it is impossible even with clearing cookies and browser history.
 - I would benefit from a training for brand new coordinators.
 - Training.
 - A way to sift through to determine the most important pieces to share with site admin and teachers...there is so much information it can become overwhelming.
 - How to use the available resources.
 - More support on what the Digital Library has to offer without taking hours and hours to sift through the information.
 - My teachers would like live training on the embedded tools not videos/links forwarded to them. They want to be trained in person by a knowledgeable colleague.
 - How to load CAA students.
 - Chat during test season.
 - smaller more targeted workshops throughout the year
 - Having a CAASPP individual call and check in with coordinators to make sure they are on track and don't have important questions or concerns.
 - Short training videos specifically targeting teachers and students on various topics.
 - Closer workshops and offered more often.
 - I appreciate the check lists to ensure I have completed everything.
 - I wish the live webinars would stream better and that they could be archived within a day or two.
 - Allowing Site Test Coordinators to Access the HELP line in times when I am away from district. There have been times when I am gone for a week and they are told they must wait for my return. Who operates like that?
 - Available and accessible trainings (at varied times), onboarding materials (basic information, overviews) when transitioning into CAASPP coordinator roles
 - Timely updates about down time or schedule down time in summer months so the system is up and running when school starts.
 - I would like to see checklists available in August for Site Coordinators. Helpful with training a new site coordinator.
 - Clear description and list of responsibilities.
 - CAASPP Coordinator 101 course.
 - Contact person to ask real time questions.
 - Best practices... I would love to hear how other districts operate from a procedural standpoint.
 - I would love to do some online training.
 - I would like more information about what happens to the scores in the database. We have families concerned with data mining and a possible hindrance to their student's future if they don't score well.
 - More clarification on who should take the CSA.
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- More resources that are teacher friendly, simple and to the point. We are trying to use SBAC more intentionally (learn more about the test), however, there are many different documents for targets, item specifications, and achievement level descriptors. Can we have a consolidated document that pieces together all the components that helps educators USE the test data and use the data to inform their instruction?
 - Accurate and up to date information
 - Help for teachers to analysis data from interim assessments
 - It's all very overwhelming because it's so much. I'm not sure how to help that.
 - I need basic training .
 - There is so much info on the CAASPP site a directory or stronger search feature
 - A one stop location for how to or informative videos to address FAQs.
 - Time to look at the resources fully
 - The issue for me is that sometimes the communications are not timely enough. Often, manuals are released after the testing window has begun.
 - I would like a training for new LEA Coordinators -- in person.
 - Consolidated information in one location.
 - A video tutorial for SBAC and CAST similar to the one you provide for the CAA would be a great way to know that teachers have the basic info to give the test, select best test settings, hand score and access results. IABs for CAST and CAA.
 - More training videos easily accessible and locatable.
 - Training.
 - SIS integration from the get go! Single sign on - for real - easy logins for teachers. Easy to get teachers/users and student groups in. Easy to get results into SIS system!
 - More training guides and supports for test administrators that are quick one pagers or short webcasts.
 - More training on supports for students on IEP and a clearer definition of read aloud and the 1-2% this applies to, math supports.
 - A timeline that accounts for interim both at the LEA level and site level.
 - An email serve of things that if they don't get done everything will be bad.
 - It would be great to have really updated videos with embedded check-ins for teachers and admin to complete. Short online trainings. If it could keep track of who has completed and who has not in a reporting system for Coordinators it would be great. An interim training, interim-reporting training, a CAASPP Summative Training, etc.
 - Webcasts, annual in-person trainings or empowered county in-person trainings, easy access to people who can quickly answer questions and troubleshoot.
 - The updated resources, and who they need to be shared with, are helpful.
 - A single source for all CAASPP/SBA information that could be easily accessed (by topics) would be helpful.
 - A clearly defined module for each topic or period of time would be helpful in outlining the exact steps that need to take place.
 - May we please have interim assessment training resources at the beginning of the school year?
 - The materials are deep. Even the checklist is overwhelming. Perhaps a review to see what can be scaled down for ease of use in districts.
-

What suggestions or improvements do you have for the LEA CAASPP Coordinator Checklist?

- If it could list detail of timing and relevance for tasks, that would be helpful.
For example: # 1 user registration - Task: Complete the required Superintendent Designation Form identifying the LEA CAASPP coordinator, special education contact, and technology contact. Save email confirmation .Notes: The annual Superintendent Designation Form is usually available in June and can be found at <http://www.caaspp.org/> by selecting "Forms" under the Test Administration tab. An email is also sent to the current LEA CAASPP coordinator and the LEA superintendent.
Nowhere here does it tell me who is supposed to complete this form (and that it must be signed by the superintendent) or how often it needs to be done or how long the designation lasts (does it need to be done annually? once ever?).
When I started in this position last year, the checklist seemed useful, but then I had to go research pretty much everything on it so it became less useful.
 - Nothing to improve. I probably wouldn't recommend to anyone because I'm the only coordinator; I'm at a small school.
 - The Coordinator Checklist is a good starting point - each district/site assigns tasks in different ways. But this is a good place to start to ensure critical tasks don't fall through the cracks.
 - Provide it in an email to coordinators.
 - Simplify it with less description of tasks. Make it a school calendar style checklist - July through June. Which tasks need to be completed in which month or time frame
 - Timeline chart.
 - Make it available in a Word document.
 - Some items are not needed to be included in it.
 - Keep us informed.
 - Sometimes I have to search out how to the tasks on the check list.
 - Provide the SY18-19 LEA CAASPP Coordinator Checklist sooner. Currently, I cannot find a checklist for SY2018-19. I have only been able to find the one for SY2017-18.
 - Almost too detailed - I don't do everything on the list.
 - Recommended completion dates.
 - I would definitely recommend it to folks that are new to the role.
 - Formatting.
 - Less is more. Less emails from CAASPP would make them more meaningful.
 - Simplification.
 - It needs to be simplified and less wordy. It could be a useful tool but it is very general and it is hard to focus on what is critical and what can be passed over.
 - Please email it to coordinators at the beginning of the new school year
 - It is ok as it is.
 - Easier to find.
 - More is always better.
 - Add columns for actual check off of items as we complete them.
 - Send it a separate email to coordinators.
 - It's too big and cumbersome.
 - On the timeline, put about how many months before testing the tasks should be done or already set deadlines in there by date. Feel like I need to go back and forth between emails and the checklist to figure things out.
 - Easier to read and more colorful!
 - send out in email August and September so staff returning to school receive information especially if turn over in school staff roles or change in administrator roles.
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- Since I am still relatively new to being the LEA CAASPP Coordinator of the district, I do not have any suggestions for improvement.
 - It would be great on the TOMS Dashboard where we could see it in real time and it could coordinate with links to areas in TOMS.
 - Make it easy to find! I cannot locate it online. Eventually recovered 2017-18 TAM & see it there, but nothing for this year. Also - please make your search feature filterable (for example, able to filter for year or for other advanced filtering).
 - It is good.
 - I typically provide training directly with my site coordinators and some of the checklist items, I do for them so I don't send them to my sites. They are well written and I don't see any areas of needing improvements.
 - Perhaps group items into types of tasks
 - Video links.
 - Timelines/deadlines of completing actions need to be more explicitly communicated
 - Link admin quick guides to it.
 - I'd like everything to be available on the same site.
 - It can be very overwhelming. perhaps break it down in smaller chunks and recommended times of year that the task would be done. Lump similar topics together. I know it's a lot of info so it may be hard. I just know that when I share it people go....oh my goodness that's a lot!!
 - The coordinator checklist should be released earlier in the school year.
 - More specific timelines, like "30 days prior to start of testing" or something customizable once your testing window is determined. Send out the updated checklist to coordinators when it is available or when the coordinator has been designated.
 - Can this form be available as an electronic form in TOMS that could help LEA CAASPP coordinator keep us on track of progress through out the school year?
 - Keep it simple - and as short as possible.
 - Make one for Site Coordinators and one for LEA CAASPP Coordinators.
 - Add timeline for Language reporting file upload.
 - I re-create the Site Coordinator checklist using screenshots of the process of some aspects that my site coordinators find useful so they can walk themselves through the process of adding users, checking student profiles, etc.
 - We make edits to the checklist for Site Coordinators, so it would be a bit easier if the document was shared as a word file.
 - Highlight critical compliance deadlines more boldly.
 - Maybe calendar reminders.
 - Not familiar enough to make suggestions.
 - To a new coordinator some of the items are confusing. I don't know what they are or how to find out what they are.
 - To have it ready earlier in the school year. It should incorporate components of the interims. Affidavits and such are done almost the first week of school now.
 - Very good for those who are relatively new to position.
 - Identify high needs and low priority.
 - We need a checklist, so I am likely to use it but it is really too much to review.
-

What suggestions or improvements do you have for the CAASPP in Action Series?

- My "unlikely" response seems a bit too harsh -- it's more of a "maybe". I review the info and see how it might be applied or adjusted for internal use.
- Each district/spotlight could be highlighted at a webinar or the area of focus of the webinar could highlight one district/spotlight. Example if webinar is on test security then perhaps one district/spotlight would be referenced.
- Provide updated version.
- We actually used the model of one of the schools discussed for our own role out last year.
- This should be on the front page or at least a link to it.
- It is not usually applicable to my small rural district with limited resources.
- Make it more succinct.
- For some it would be nice to have a follow up, what have they changed since the CAASPP in Action report from prior years. For example, are some districts that were exclusively using the ICA's, are they still continuing the practices, are they seeing continual growth, etc.
- Love it the way it is.
- Show results of how the school(case study) is doing.
- Ask the districts to speak at CAASPP Institutes.
- Perhaps a series of short videos.
- Excellent for those new to position.

What suggestions or improvements do you have for Notification of CAASPP Administration Letter Template?

- It would be helpful if these templates would be available earlier, in particular the translated versions.
 - Availability in more languages.
 - The template needs to include the Alternate Assessment for ELA, Math and Science
 - Translations come out sooner.
 - Test Participation with option for exemption, websites as resources, type of test CAT/PT and approximate time it takes.
 - Everything related to CASSPP needs to have Farsi and Pashto available as well. We have a large population that speaks these languages.
 - Mention of whether or not and how parents can opt out of testing for their student
 - It would be great to have the translated documents at the same time as the English documents.
 - More timely release of the updated letters for the new school year. English and Spanish versions should be released at the same time.
 - Have the Spanish letter(s) out in time to send home score reports.
 - The templates need to be provided in a more timely manner, especially the translations. Often the translation comes out after we have already sent the letter to translation internally.
 - Punjabi translation.
 - More timely. It usually comes out after I mail my letter.
 - Easier to modify.
 - Please provide the translations sooner.
 - Have the Spanish version available at the same time as the English version. I always have to wait a very long time after the English letter is released.
 - Need Spanish translations available immediately.
-

- Short and sweet. Make sure all the links and URLs stated are working.
 - Have the Spanish translation available closer to when the English translation is available. Often time we wait weeks for the Spanish translation to become available and some times we have to get our translations unit involved instead (which costs money)
 - Less wordy, more visuals.
 - Receive template earlier in the school year (by September), in the past the template isn't revised by CAASPP until after February.
 - Please have translations out sooner.
 - I'd appreciate an ""n/a"" in the first question next time there's a survey... I answered it as I believed she might have."
 - The Template was not updated for the current school year by the time we got the new score reports.
 - I have no suggestions. I believe the letter is a great foundation for modification to tailor the notification to each LEA.
 - We need a Russian template.
 - Make all translations available at the same time.
 - Include exemption language & requirements.
 - Get it out earlier.
 - Edit it so that it satisfies the state requirements about notifying parents of testing and their right to exclude students from testing.
 - We don't use your translations because we modify the letters. Suggestion is that we get access to them ****MUCH**** earlier in the year since we have to modify and send for translation.
 - That pesky line between the header and the salutation. I can't delete it.
 - For any communication, I like to see things that can be printed as a single page in order to then add additional materials by back to back printing in order to save postage. We try to include the required mailings as part of our progress reports, and this means that we have only so much space in the envelope.
 - It has great info but would be great if it was shorter. We have to send out English, Spanish, and Vietnamese so it ends up being 2 pages back to back.
 - More visual icons, less wordy. Eye catching
 - Is there a video for parents in all languages that show parents how to understand CAASPP scores? Not many parents take the time to read the letters.
 - Have a template that uses both sides of the paper - one in English and the other in other languages. We need only select the template of need, and add student/parent name.
 - The only suggestion I would have is to put the required text for the option to opt out into the letter.
 - We struggled before there was the translation, but having the information in Spanish is very helpful.
 - Offer clear language guidance for the "opt out" choice.
 - It would be helpful to have this document translated into Korean.
 - Hmong, Russian needed.
 - They don't fit our school model of independent study so I have made my own.
 - There's a lot of information in the letter, sometimes it's hard for some of our parents to understand, even in their native language.
 - Punjabi and Hindi translations as well.
 - Make the tone a more friendly.
 - make the parent score reports have what they on them already so that we don't have to attach (fold stuff etc.) other letters, docs, etc. with them
 - Simplifying language.
-

- Further details on how LEA is penalized for not meeting 95% participation and being explicit about letting parents know that opting out could potentially lower the DFS metric
- Add Armenian as well.

What suggestions or improvements do you have for CAASPP Score Report Letter Template?

- Again the Alternate Assessment.
 - Availability in more languages.
 - Everything related to CASSPP needs to have Farsi and Pashto available as well. We have a large population that speaks these languages.
 - For any communication, I like to see things that can be printed as a single page in order to then add additional materials by back to back printing in order to save postage. We try to include the required mailings as part of our progress reports, and this means that we have only so much space in the envelope.
 - Have the Spanish template available in a timely manner. I checked just a few days ago and the CAA letter was still not available in Spanish.
 - Have the Spanish version available at the same time as the English version. I always have to wait a very long time after the English letter is released.
 - I do not feel it is necessary anymore since we have moved to this method of testing quite a while ago now.
 - I have no suggestions. I believe the letter is a great foundation for modification to tailor the notification to each LEA.
 - Include CAST.
 - Is there a video for parents in all languages that show parents how to understand CAASPP scores? Not many parents take the time to read the letters.
 - Is there a way to soften the language on the CAA template while still remaining legally compliant. Stating that the CAA is a test for students with the most significant cognitive disabilities is pretty harsh language. The parents are well aware of this based on their student's eligibility (ID) and the test is discussed in the IEP. I think significant cognitive disabilities is sufficient to convey this.
 - It has great info but would be great if it was shorter. We have to send out English, Spanish, and Vietnamese so it ends up being 2 pages back to back. If it was half a page we could get everything onto one page and then have links to further information.
 - It would be helpful to have this document translated into Korean.
 - Less wordy, more visuals.
 - Make all translations available at the same time.
 - Make the parent score reports have what they on them already so that we dont have to attach (fold stuff etc.) other letters, docs, etc. with them.
 - More timely release of the updated letters for the new school year. English and Spanish versions should be released at the same time.
 - More timely. It usually comes out after I mail my letter.
 - More translations.
 - Need it in more languages. I didn't see other languages in August. Also, need to be able to send in English and another language at the same time.
 - Need Spanish translations available immediately.
 - Not all were available for ELPAC in Spanish last I checked.
 - Please have translations out sooner.
 - Please provide the translations sooner.
-

- Publish the translated versions earlier. They were not yet available when we had to mail reports home.
- Punjabi and Hindi translations as well.
- Punjabi translation
- Short and sweet. Make sure all the links and urls stated are working.
- They don't fit our school model of independent study so I have made my own.
- Translated sooner.

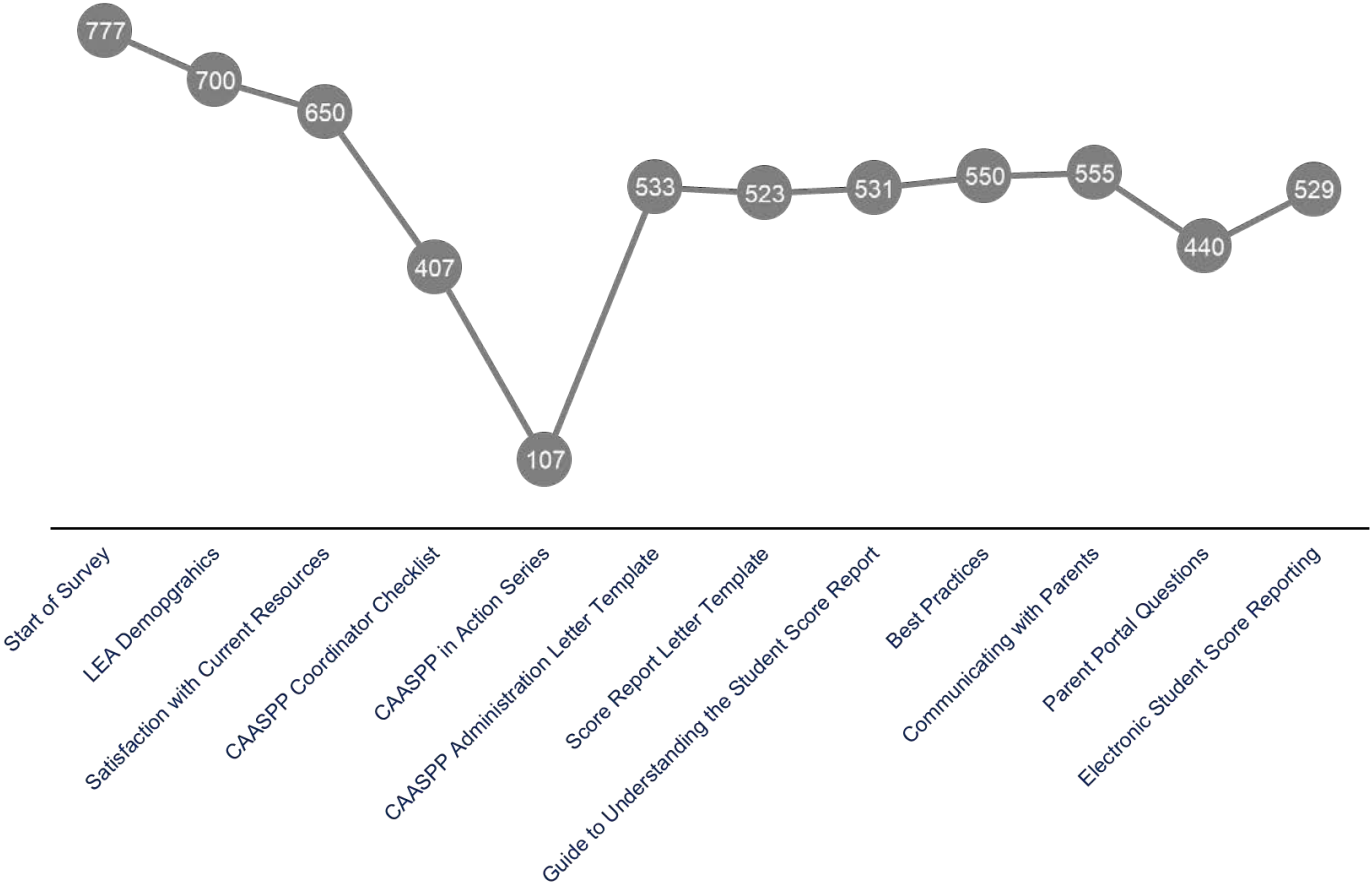
What suggestions or improvements do you have for the Guide to Understanding the Student Score Report?

- Send a soft copy via the CAASPP Assessment Spotlight email so we can email them to parents.
 - Availability in more languages.
 - Make it more succinct.
 - Translated sooner.
 - Everything related to CASSPP needs to have Farsi and Pashto available as well. We have a large population that speaks these languages.
 - I do not feel it is necessary anymore since we have moved to this method of testing quite a while ago now.
 - More timely release of the updated letters for the new school year. English and Spanish versions should be released at the same time.
 - Punjabi translation.
 - Only Spanish is usually available before I do my mailing. I need Korean and Vietnamese, as well. But it hasn't been ready in time for the last two years.
 - Your video series on the YouTube channel are more effective for families.
 - Please provide the translations sooner.
 - Have the Spanish version available at the same time as the English version. I always have to wait a very long time after the English letter is released.
 - Need Spanish translations available immediately.
 - More translations.
 - We post on our website for parents if they choose to look.
 - Please make sure it is available earlier in this year! This year, the updated Guides were not available at the time that we needed to mail out our SSRs!
 - Please make it so that it prints out as two pages, not three. It can be a big cost to district's that printed out English/Spanish copies for every student.
 - Parents are still often confused about why overall scores are 1, 2, 3, or 4 but claim levels are only 3 levels. We had one student who received "near standard" for all ELA claim levels but received 4's for overall ELA scores.
 - The Template was not updated for the current school year by the time we got the new score reports.
 - It's too long to add with everything else.
 - Make all translations available at the same time.
 - Include bilingual reports. Send both Spanish and English versions to families rather than having to choose one. Parents want to read the information for themselves but many students cannot read Spanish and cannot read their own information when it is requested to be in Spanish or another language.
-

- For any communication, I like to see things that can be printed as a single page in order to then add additional materials by back to back printing in order to save postage. We try to include the required mailings as part of our progress reports, and this means that we have only so much space in the envelope.
 - Since scores will now be uploaded electronically to Aeries, will this be available for us to put into the Aeries Parent Portal for parents to access as well?
 - Is there a video for parents in all languages that show parents how to understand CAASPP scores? Not many parents take the time to read the letters.
 - I believe that there is a Korean translation of this letter. I have noticed though, that the layout of the Korean translation is not good. It would be nice to have a translator re-create the letter.
 - Better format that allows for better understanding.
 - They don't fit our school model of independent study so I have made my own.
 - Simplify.
 - Punjabi and Hindi translations as well.
 - Make the parent score reports have what they on them already so that we don't have to attach (fold stuff etc.) other letters, docs, etc. with them.
 - Add Armenian as well.
-

Appendix C

Figure 24. Survey response counts by survey section



- Start of Survey: 777
- LEA Demographics: 700
- Satisfaction with Current Resources: 650
- CAASPP Coordinator Checklist: 407
- CAASPP in Action Series: 107
- CAASPP Administration Letter Template: 533
- Score Report Letter Template: 523
- Guide to Understanding the Student Score Report: 531
- Best Practices: 550
- Communicating with Parents: 555
- Parent Portal Questions: 440
- Electronic Student Score Reporting: 529