

2009-2010 Guidelines for DAPA Special Exemption

Student transfers and medical conditions are two situations which may warrant a special exemption from the DAPA. The School or District Test Coordinator must be contacted in order to apply for a special exemption or emergency extension.

1. Transfer (DSTP to DAPA)

An exemption based on a transfer may be available under the following conditions to students who transfer from: DSTP to DAPA.

- a. Students transferring **between November 16 and December 1** may request a special duration exemption.
 - If the exemption is granted, a portfolio will be submitted on January 28 with one accommodation. Due to the shortened time period, the duration of the interactions dimension can be shown across a three-week time period instead of six.
- b. Students transferring from DSTP to DAPA **after December 1** will not participate in the DAPA until the following school year. The student must take the March 2009 DSTP. No exemption requests for students transferring from DSTP to DAPA after December 1 should be submitted.

2. Transfer (From Out of State and Between Districts)

An exemption based on a transfer may be available under the following conditions to students who transfer from: out of state and between districts within the state. Transfers within a district are not eligible for special exemptions.

- a. Students transferring **between November 16 and December 1** may request a special duration exemption.
 - If the exemption is granted, a portfolio will be submitted on January 28 with one accommodation. Due to the shortened time period, the duration of the interactions dimension can be shown across a three-week time period instead of six.
- b. Students transferring into a new district **after December 1** may request a special exemption and a portfolio will not have to be submitted on January 28.

***Request for special exemption due to a transfer into a school must be received within 60 calendar days of transfer.**

2009-2010 Guidelines for DAPA Special Exemption

3. Medical Condition

An exemption based on a student's physical or mental condition may be available under the following conditions: student is suffering from a terminal illness or injury; student is receiving homebound instruction with a limited number of contact hours; or student is receiving medical treatment for a physical or mental condition over an extended period of time.

- Request for exemption on these grounds should be accompanied by a signed statement from the student's treating physician that describes the nature of the illness or condition that has prevented the student from accessing educational services. The physician's statement should be given to your School or District Test Coordinator to keep on file.

***Request for special exemption due to a student's known medical condition must be received by December 1.**

2009-2010 Guidelines for DAPA Special Exemption

Process for Submitting a Request for Special Exemption:

Submission:

1. Complete the *Request for Special Exemption or Emergency Extension* form and obtain required signatures.
2. Submit this form and all corroborating evidence to your School or District Test Coordinator. The Coordinator will then complete the application on-line.

Upon receipt of on-line requests:

1. DDOE will convene a review committee of no less than three DDOE staff to review the request for exemption.
2. The committee will submit a recommendation on each request to the Director of Assessment and Analysis.
3. The Director shall decide whether the request for exemption will be granted. This decision is final.
4. DDOE will provide a written notice of the decision regarding the request for exemption to the School or District Test Coordinator.

Until the portfolio developer receives written notification from DDOE regarding the request for exemption, a portfolio is expected to be submitted.

2009-2010 Guidelines for DAPA Emergency Extension

Emergency extension may be granted if the teacher developing the portfolio has an unexpected medical absence for an undetermined length of time. All attempts should be made for another teacher to complete the portfolio before an extension is requested.

***Request for an emergency extension must be submitted by January 28.**

Process for Submitting a Request for Emergency Extension:

Submission:

1. Complete the *Request for Special Exemption or Emergency Extension* form and obtain required signatures.
2. Submit form and all corroborating evidence to your School or District Test Coordinator.

Upon receipt of on-line requests:

1. DDOE will convene a review committee of no less than three DDOE staff to review the request for emergency extension.
2. The committee will submit a recommendation on each request to the Director of Assessment and Analysis.
3. The Director shall decide whether the request for an emergency extension will be granted. This decision is final.
4. DDOE will provide a written notice of the decision regarding the request for emergency extension to the School or District Test Coordinator.

Delaware Alternate Portfolio Assessment Request for Special Exemption or Emergency Extension

Deadlines:

Out of State or Between Districts Transfer	Within 60 calendar days of transfer
DSTP to DAPA Transfer	December 1
Student Medical Condition	December 1
Emergency Extension	January 28

Date _____

Student _____ DE Student ID # _____

Developer _____ School _____

Signature of Developer

Signature of Principal or Program Administrator

Type of Special Exemption:

(check one box only)

full portfolio

duration dimension

Reason for Special Exemption request:

Transfer of student:

from DSTP to DAPA

Date of Transfer _____

from out of state

Date of Transfer _____

from another DE district

Date of Transfer _____

Medical condition (Student)

Other – *please explain* _____

Additional Information:

Request for Emergency Extension:

Requested New Portfolio Submission Date: _____

Reason for Request:

**Do NOT send this form to DDOE or CDS.
This form MUST be submitted to your School or District Test Coordinator
with all corroborating evidence.**