


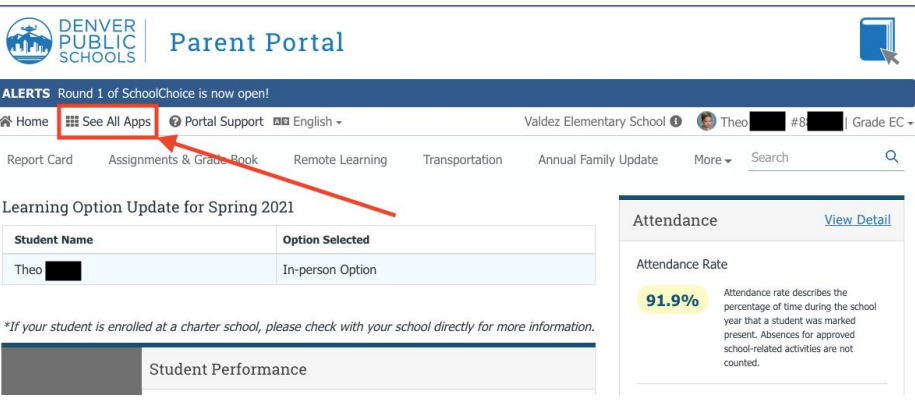
Assessment Participation Exemption Request Quick Reference Guide – Parent Edition

Accessing the Assessment Participation Exemption Request form from the Parent Portal

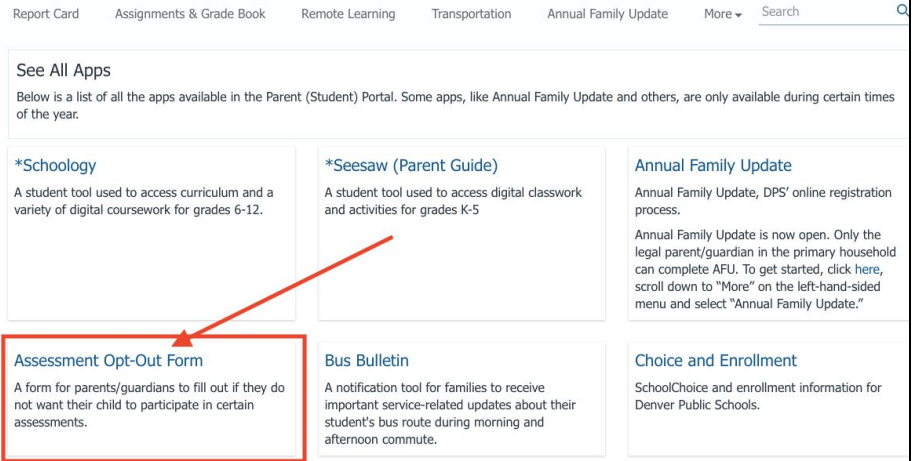
This guide will show you how to excuse a student from participating in state/district assessments. □

Caution: Only the student’s legal parent/guardian is authorized to excuse their child/children from participating in state/district assessments.

Follow the steps below to exempt a student from participating in state/district assessments.

<p>1. Log into DPS Parent Portal. To request an account, click here or type www.myportal.dpsk12.org into the web address bar.</p>					
<p>2. Click on See All Apps in the top navigation bar.</p>	 <table border="1" style="margin-top: 10px; border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="text-align: left;">Student Name</th> <th style="text-align: left;">Option Selected</th> </tr> </thead> <tbody> <tr> <td>Theo [REDACTED]</td> <td>In-person Option</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">*If your student is enrolled at a charter school, please check with your school directly for more information.</p>	Student Name	Option Selected	Theo [REDACTED]	In-person Option
Student Name	Option Selected				
Theo [REDACTED]	In-person Option				

3. Click on **Assessment Opt-Out Form** from the menu of options on this page.

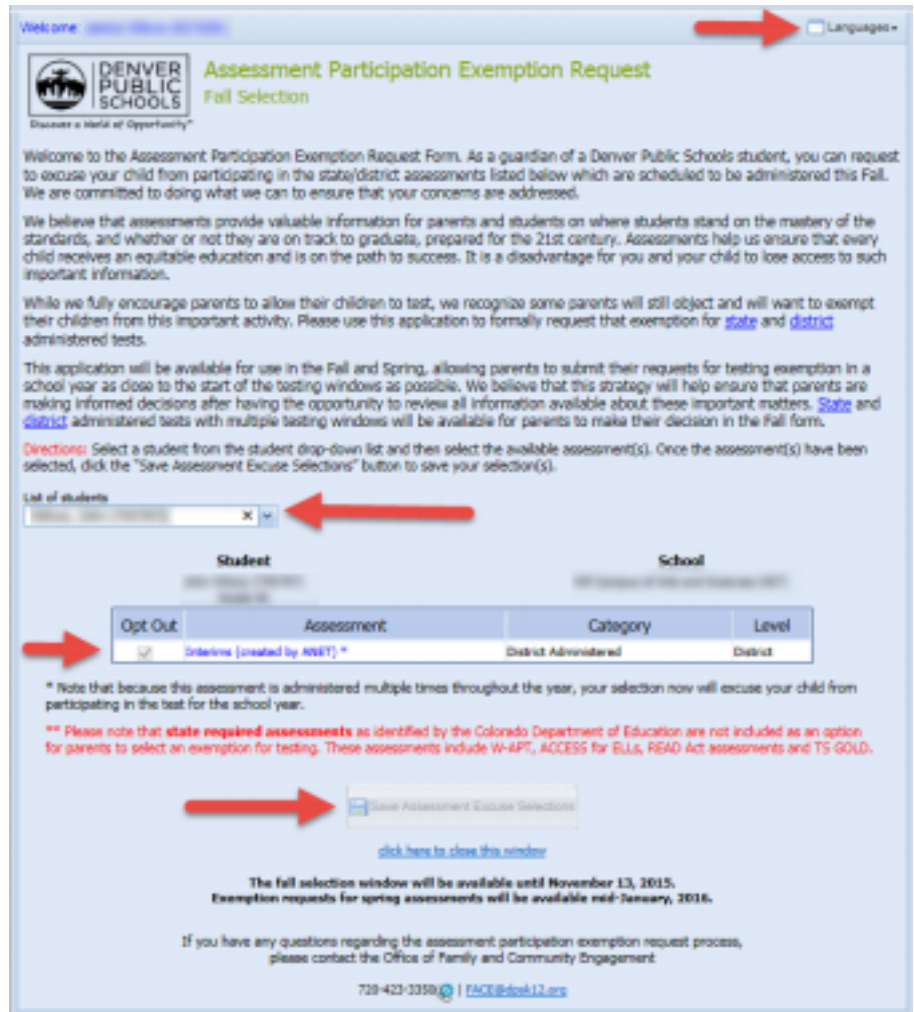


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See All Apps
Below is a list of all the apps available in the Parent (Student) Portal. Some apps, like Annual Family Update and others, are only available during certain times of the year.

- *Schoolology**
A student tool used to access curriculum and a variety of digital coursework for grades 6-12.
- *Seesaw (Parent Guide)**
A student tool used to access digital classwork and activities for grades K-5
- Annual Family Update**
Annual Family Update, DPS' online registration process.
Annual Family Update is now open. Only the legal parent/guardian in the primary household can complete AFU. To get started, click here, scroll down to "More" on the left-hand-sided menu and select "Annual Family Update."
- Assessment Opt-Out Form** (highlighted)
A form for parents/guardians to fill out if they do not want their child to participate in certain assessments.
- Bus Bulletin**
A notification tool for families to receive important service-related updates about their student's bus route during morning and afternoon commute.
- Choice and Enrollment**
SchoolChoice and enrollment information for Denver Public Schools.

4. Select a student from the drop down menu. Once a student is selected, a list of available assessments is displayed. Select the assessment(s) and click the **Save Assessment Excuse Selection** button.



Welcome [Denver Public Schools](#) Language ▾

Assessment Participation Exemption Request

Fall Selection

Welcome to the Assessment Participation Exemption Request Form. As a guardian of a Denver Public Schools student, you can request to excuse your child from participating in the state/district assessments listed below which are scheduled to be administered this Fall. We are committed to doing what we can to ensure that your concerns are addressed.

We believe that assessments provide valuable information for parents and students on where students stand on the mastery of the standards, and whether or not they are on track to graduate, prepared for the 21st century. Assessments help us ensure that every child receives an equitable education and is on the path to success. It is a disadvantage for you and your child to lose access to such important information.

While we fully encourage parents to allow their children to test, we recognize some parents will still object and will want to exempt their children from this important activity. Please use this application to formally request that exemption for [state](#) and [district](#) administered tests.

This application will be available for use in the Fall and Spring, allowing parents to submit their requests for testing exemption in a school year as close to the start of the testing windows as possible. We believe that this strategy will help ensure that parents are making informed decisions after having the opportunity to review all information available about these important matters. [State](#) and [district](#) administered tests with multiple testing windows will be available for parents to make their decision in the Fall form.

Directions: Select a student from the student drop-down list and then select the available assessment(s). Once the assessment(s) have been selected, click the "Save Assessment Excuse Selections" button to save your selection(s).

List of students X ▾

Student	School	Opt Out	Assessment	Category	Level
		<input checked="" type="checkbox"/>	Interims (created by NNET) *	District Administered	District

* Note that because this assessment is administered multiple times throughout the year, your selection now will excuse your child from participating in the test for the school year.

** Please note that **state required assessments** as identified by the Colorado Department of Education are not included as an option for parents to select an exemption for testing. These assessments include W-APT, ACCESS for ELLs, READ Act assessments and TS GOLD.

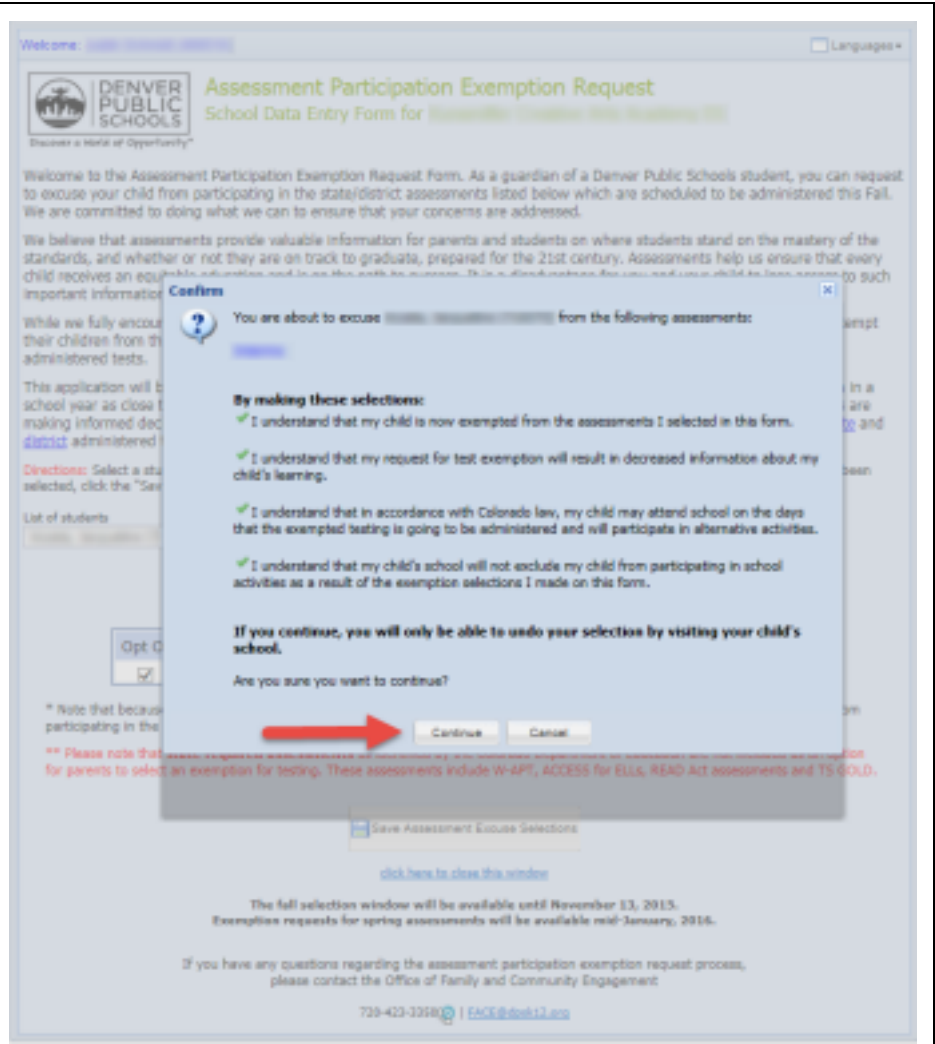
[click here to close this window](#)

The fall selection window will be available until November 13, 2015.
Exemption requests for spring assessments will be available mid-January, 2016.

If you have any questions regarding the assessment participation exemption request process, please contact the Office of Family and Community Engagement.

720-423-3350 | FACE@denk12.org

5. Confirm selection(s).



The screenshot shows a web browser window with the Denver Public Schools logo and the title "Assessment Participation Exemption Request". The page content includes a welcome message and instructions for guardians. A modal dialog box titled "Confirm" is overlaid on the page, asking the user to confirm their selections. The dialog box contains the following text:

Confirm

You are about to excuse [redacted] from the following assessments:

By making these selections:

- I understand that my child is now exempted from the assessments I selected in this form.
- I understand that my request for test exemption will result in decreased information about my child's learning.
- I understand that in accordance with Colorado law, my child may attend school on the days that the exempted testing is going to be administered and will participate in alternative activities.
- I understand that my child's school will not exclude my child from participating in school activities as a result of the exemption selections I made on this form.

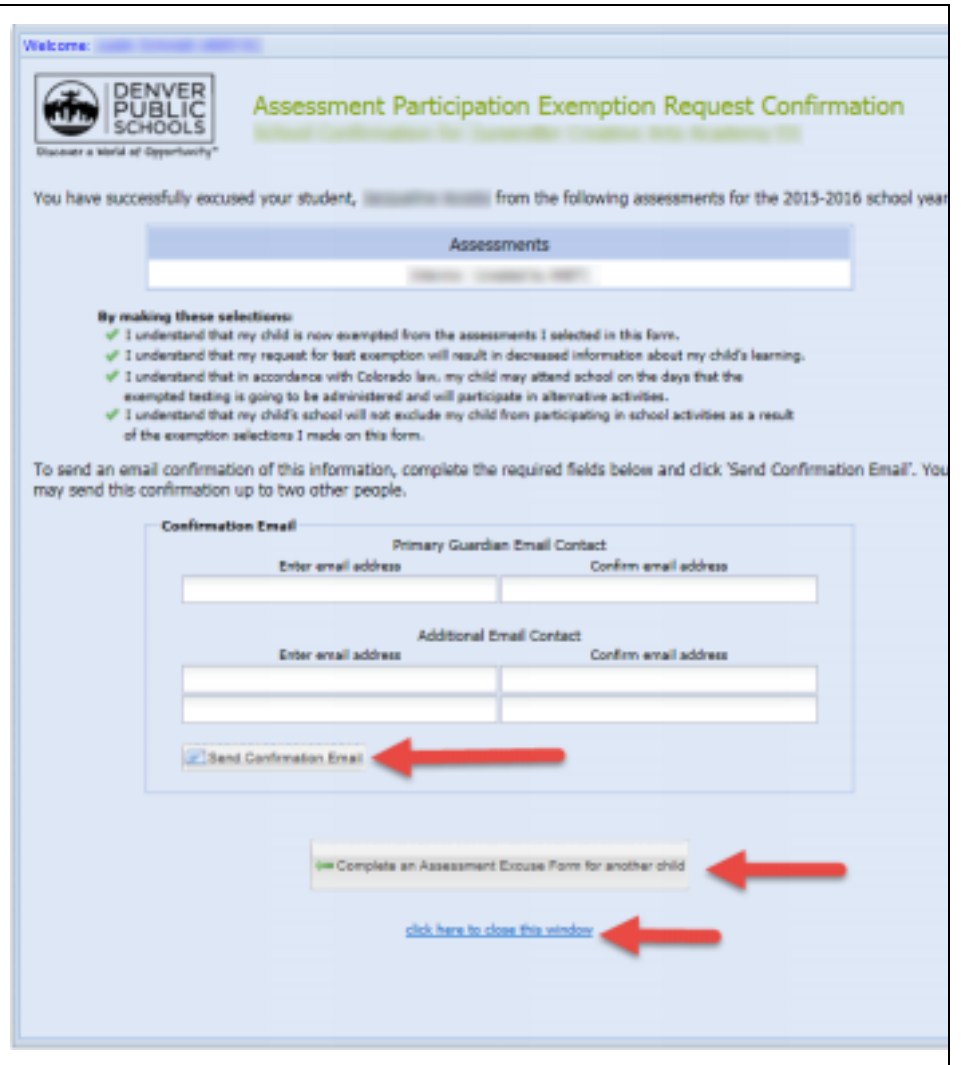
If you continue, you will only be able to undo your selection by visiting your child's school.

Are you sure you want to continue?


A red arrow points to the "Continue" button. Below the dialog box, there is a "Save Assessment Exemption Selections" button and a link "click here to close this window". At the bottom of the page, there is a note about the selection window availability and contact information for the Office of Family and Community Engagement.

6. To send an email confirmation of the selected assessments, complete the form and click **Send Confirmation Email**.

Click the **Complete an Assessment Excuse Form for another child** button to continue or **click here to close this window** link to close the window and return to the Parent Portal.



Welcome: [Home](#) [My Account](#) [Settings](#)

 **Assessment Participation Exemption Request Confirmation**
Request Confirmation for Assessment Exemption This Academic Year

You have successfully excused your student, **XXXXXXXXXX** from the following assessments for the 2015-2016 school year

Assessments

XXXXXXXXXX

By making these selections:

- ✓ I understand that my child is now exempted from the assessments I selected in this form.
- ✓ I understand that my request for test exemption will result in decreased information about my child's learning.
- ✓ I understand that in accordance with Colorado law, my child may attend school on the days that the exempted testing is going to be administered and will participate in alternative activities.
- ✓ I understand that my child's school will not exclude my child from participating in school activities as a result of the exemption selections I made on this form.

To send an email confirmation of this information, complete the required fields below and click 'Send Confirmation Email'. You may send this confirmation up to two other people.

Confirmation Email

Primary Guardian Email Contact

Enter email address Confirm email address

Additional Email Contact

Enter email address Confirm email address

←

←

[click here to close this window](#) ←