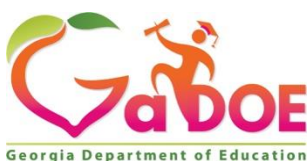


User Navigation Guide for the MyGaDOE Portal *ELP Assessment Participation* Application



**Federal Programs Division,
Title I, Part A and Title III, Part A
collaborating with the
Division of Assessment and Accountability**

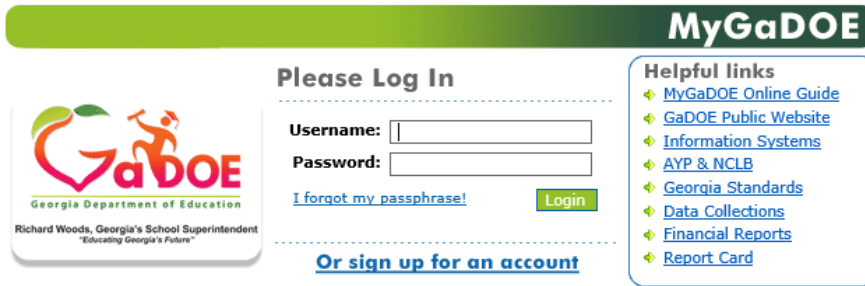


June 2024

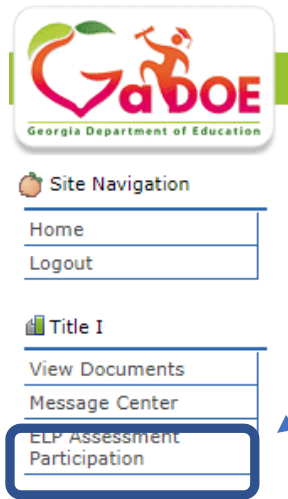


Accessing the ELP Assessment Participation Application

1. Log in to the [MyGaDOE portal system](#).

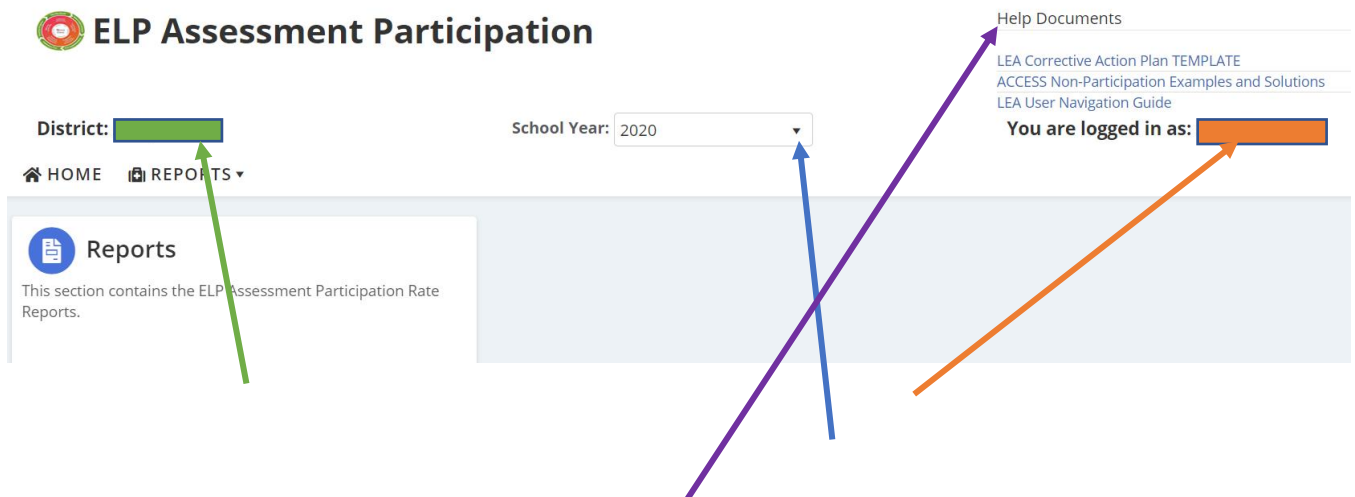


2. From the Home page menu on the left, select **ELP Assessment Participation**.



Each user's Home Page menu varies depending on the user's permissions. The menu may look different from this screenshot, although, the link to open the ELP Assessment Participation application will look like this.

3. This is the ELP Assessment Participation (ELPAP) landing or **HOME** page.



Your **District Name** will display in the top left corner; your **User Role** will display in the top right corner. You will have the option to change the **School Year** using this drop-down menu. Currently there are three (3) **Help Documents**.

4. Click on **Reports**.



This section contains the ELP Assessment Participation Rate Reports.

5. Click on **ELP Assessment Participation Rate**.



Home » Reports



This section contains the ELP Assessment Participation Rates.

This is the District's **ELP Assessment Participation Rate Report**.

Home » Reports » ELP Assessment Participation Rate [County] County

ELP Assessment Participation Rate

	2018		2019		2020	
	District	State	District	State	District	State
Total No. of EL students enrolled during ACCESS/Alt. ACCESS testing window	NA	NA	NA	NA	274	132297
Total No. of EL students reported with a Medical Emergency reason	NA	NA	NA	NA	0	18
Total No. of EL students enrolled during ACCESS/Alt. ACCESS testing window excluding Medical Emergencies	NA	NA	NA	NA	274	132279
Total No. of EL students who participated in the ACCESS/Alt. ACCESS assessment	NA	NA	NA	NA	271	129754
ELP Assessment Participation Rate	NA	NA	NA	NA	98.91	98.09

Note: Upon clicking the Participation Rates we can drill down to the student level file with basic demographics and ACCESS scores and Non-Participation reasons.

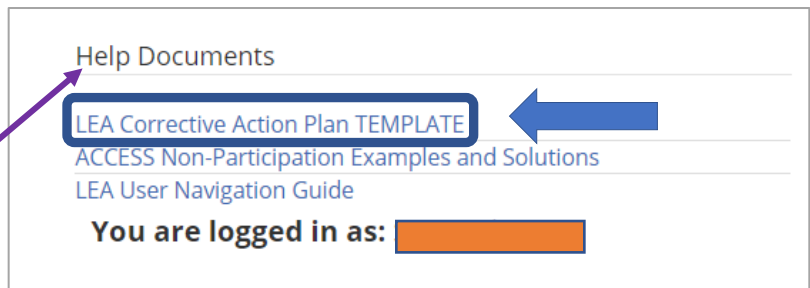
Each year the GaDOE reports districts' **ELP Assessment Participation Rate**. The district's rate is displayed for the current year and two previous years. The report provides a comparison between the District and the State participation rates.

6. Click on the **ELP Assessment Participation Rate** to open the student level Excel spreadsheet file with basic demographic information, ACCESS Overall Composite Scale Scores, and district-reported non-participation reasons. Reminder: System Testing Coordinators report students' non-participation reasons in the **Assessment & Accountability Non-Participation** portal application.

Rate Denominator: The total number (No.) of EL students reported in Student Record who were enrolled during the ACCESS/Alternate ACCESS testing window, excluding medical emergencies.

Rate Numerator: The total number (No.) of EL students who participated in the ACCESS/Alternate ACCESS assessment and have an overall Composite Scale Score **when the rate is < 95%**

- a. Download the *Corrective Action Plan Template* found in the top right-hand corner in the **Help Documents**.



- b. Complete the *Corrective Action Plan (CAP)*.

For your convenience, as you complete the CAP, you may want to review the WIDA *ACCESS Non-Participation Examples and Solutions* posted in the **Help Documents**.

- c. Maintain a signed and dated *ELP Assessment Participation Corrective Action Plan (CAP)* on file at the district as documentation of corrective actions taken.
- d. Federal Programs requires districts participating in cross-functional monitoring (CFM) who have an ELP Assessment Participation rate less than 95% to submit this CAP documentation as evidence of corrective actions taken.
- e. Please contact your Title I, Part A Education Program Specialist for technical assistance support.