TO:            Alternate Assessment District Test Coordinators

FROM:       **Bethany Spangenberg**, Deputy Associate Superintendent of Assessment

DATE:       June 5, 2024

ALERT: 2024 Alt ELPA & MSAA Score Reports

**Alt ELPA**

The Alt ELPA Individual Student Reports from the Spring 2024 administration are now available. Hard copies are in transit to the District of Attendance (DOA). There are two copies of this individual student report (ISR); one copy of the report is to be sent home to parents/guardians and the other copy is for the confidential student file.

1. Reports are accessed through the [Cambium Reporting Portal](https://sso2.cambiumast.com/auth/realms/arizona/login-actions/authenticate?client_id=SP_AST_AWS_ARIZONA_AWR_PROD&tab_id=Vx9P2IkmufA).
2. Returning DTCs will log in with the same credentials used during administration.
3. Click “District View” and select your district.
4. On the right-hand side, in the Features and Tools menu, click “Download Student Results”, “Individual Student Reports” and the designated schools’ reports (select up to three schools).

The [Reporting System User Manual](https://clearsight.portal.cambiumast.com/-/media/project/client-portals/clearsight/pdf/usermanual_reporting-2023-2024.pdf) is available for step by step directions for accessing the different types of reports.



**MSAA**

The MSAA Score Reports from the Spring 2024 administration for Science, Math, and ELA will be available for Alternate Assessment District Test Coordinators (TCs) **July 15 - September 6, 2024**. Reports will be accessed through the MSAA Reporting Portal Tab in the MSAA System.

1. Reports are accessed through the [MSAA Reporting Portal](http://www.msaaassessment.org) Tab in the MSAA System.
2. Returning DTCs will log in with the same credentials used during administration. Use the reset password option if needed. New TCs will have an account generated the first week of the reporting portal. Use the link in the auto-generated e-mail to log in.
3. Go to the “Reports” tab on the top menu bar.
4. Download your reports and save per district policy.

**The following reports will be available to download through the MSAA Reporting Portal:**

**Reports for the District—***District Summary Reports, District Roster Reports, and Student Results File CSV*.

**Reports for the School—***School Summary Reports, School Roster Reports, Individual Student Reports, and Student Results File CSV*.

The MSAA User Guide for Test Coordinators will be available on the website when reports become available. This guide has detailed instructions for downloading your reports. Look for the link on the bottom left corner of the MSAA system home page.

The ADE Alternate Assessment Unit will ship two hard copies of each student report to the District of Attendance the week after the reporting portal opens. One copy is sent home to parents/guardians and the other is placed in the student’s secure file.

The MSAA Parent Guides accompany the student reports and should be sent home with the student. Teachers may download additional MSAA Parent Guides from the ADE Assessment website on the tab labeled ["MSAA Parents Resources"](https://www.azed.gov/assessment/parents).

If you have any questions, please email the [Alternate Assessment Inbox](mailto:AlternateAssessment@azed.gov).