

Braille Order Form¹

2017 – 2018 English Language Proficiency Assessment for the 21st Century (ELPA21)

Test administration window (*Tentative*): January 9 – April 13, 2018.

This order form will only be processed if it is submitted and signed by the District Test Coordinator. Return completed forms to carla.martinez@ode.state.or.us or fax to 503-378-5156 by **October 3, 2017**.

District Name: _____

District ID: _____

When completing the table below, you must include the School Name and School ID. The School ID can be found at <http://www.ode.state.or.us/instd/>.

School Name(s)	School ID(s)	Student SSID	Student Grade	List Any Domain Exemptions (per student's IEP)	Braille Designation* (Choose between: Uncontracted Braille or Contracted Braille)

* Braille Designation (Unless specified otherwise, all test materials will be produced in Uncontracted Braille and will be printed single sided)

NOTE: There is a required training for all Braille ELPA21 Test Administrators. Remember, if the student is exempted from any ELPA21 domains, that information must be reflected in the student's IEP and must be coded into TIDE prior to the Braille form being ordered.

District Test Coordinator (DTC): _____
(Please print)

Phone Number: _____

DTC Email Address: _____

DTC Signature: _____

Date: _____

¹ ODE will not be filling Large Print orders for ELPA21. If a student's needs require that the test be enlarged, it can be done at the local level following the guidance in the Oregon Accessibility Manual.