



AMERICAN INSTITUTES FOR RESEARCH®

Through its contract with the Ohio Department of Education (ODE), the American Institutes for Research (AIR) is responsible for helping schools and districts arrange foreign language accommodations of the Ohio Achievement Assessments, which will be administered in spring 2010.

As a District Test Coordinator (DTC), you are responsible for entering enrollment information for the schools in your district into AIR's TIDE system. Among the information you will need to enter is the number of eligible Limited-English Proficient (LEP) students in each school whose achievement assessments must be administered in another language.

Eligible LEP students are those students identified as LEP who have been in U.S. schools for less than 3 years. Complete eligibility criteria are in the ODE Office of Assessment Rules Book—online at education.ohio.gov, search keywords: *rules book*.

Five additional types of accommodations are available to eligible grades 3–8 LEP students:

1. Spanish/English (Bilingual) Test Booklet: This test booklet is printed in Spanish on the right-hand side and English on the left-hand side. It should be used with students who read their materials in Spanish.
2. Foreign Language CD: The CD provides an oral reading of the allowable portions of the tests in five languages: Japanese, Korean, Mandarin Chinese, Spanish, and Ukrainian.
3. Language Translation: This accommodation should be used with LEP students who speak a language other than the five languages for which CD recordings are available (see item two above). For this accommodation, an interpreter will go to the school and provide an oral translation of the test into the student's native language and translate student responses if needed.
4. English Audio CD: This CD provides an English read-aloud of the allowable portions of the test.
5. Read Aloud: Districts may choose to provide to eligible students a read-aloud accommodation in which the Test Administrator reads the test aloud to the student or a group of students instead of using an English Audio CD.

To assist schools and districts in locating and arranging for language translation accommodations, AIR will need to collect some information about each student who will require a translation. You should use the attached form to collect this information and transmit it to AIR. Please distribute a copy to the School Test Coordinator (STC) in each school in your district. Instruct each STC to complete the school information at the top of the form and fill out one student block for each child in his or her school who will need a test translated into a language for which a CD version (see item two on the previous page) is not available. Making copies of the form is acceptable if more than one page is necessary to list all the students in a school who will require a language translation.

Translations will be provided for languages other than Japanese, Korean, Mandarin Chinese, Spanish, and Ukrainian. Instruct each STC to return the form to you by hand delivery or mail. The completed forms may NOT be e-mailed or faxed because they contain personal information about the students who require a translation.

When you have received all the completed forms from the STCs, please photocopy them and retain the copies for your records. Use this information to assess the amount of language translation material your district will need to order. Then enter your district's data into the TIDE system's enrollment screen online at www.oh tide.org.

To request contact information for language translators, please mail the original forms to Kamika Cooper by March 1 at the AIR address listed below. AIR will contact the schools directly to assist them in locating the requested translators in your area.

Kevin Nugent

Attn: Ohio Help Desk

American Institutes for Research
1000 Thomas Jefferson Street, NW
Washington, DC 20007
1.888.944.5001
ohhelpdesk@air.org

**Language Translator Request for the Spring 2010 Administration
Ohio Achievement Assessments—Grades 3 through 8
Languages other than Japanese, Korean, Mandarin Chinese, Spanish, Ukrainian**

School contact information

School name _____ School IRN _____
 District name _____ District IRN _____
 School contact _____ Telephone _____
(AIR will contact this person to provide assistance in locating a translator.)
 Title _____ Email address _____
 Address 1 _____ Date _____
 Address 2 _____
 City _____ State _____
 Zip Code _____

Complete one entry for each student who needs a language translator – Copy this page as needed

Student name _____ Student ID # _____
 Subject _____ Student grade _____
 Language _____

PLEASE CHECK ONE

- A district/school employee will serve as the language translator for this student.
- The district/school will obtain a language translator for this student.
- The district/school needs AIR to assist in locating a language translator.
(AIR will notify the school contact name provided above to arrange for a translator.)

Student name _____ Student ID # _____
 Subject _____ Student grade _____
 Language _____

PLEASE CHECK ONE

- A district/school employee will serve as the language translator for this student.
- The district/school will obtain a language translator for this student.
- The district/school needs AIR to assist in locating a language translator.
(AIR will notify the school contact name provided above to arrange for a translator.)

Student name _____ Student ID # _____
 Subject _____ Student grade _____
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PLEASE CHECK ONE

- A district/school employee will serve as the language translator for this student.
- The district/school will obtain a language translator for this student.
- The district/school needs AIR to assist in locating a language translator.
(AIR will notify the school contact name provided above to arrange for a translator.)

Complete this information for your school and return the page(s) to your district test coordinator. DTCs must mail this form to Kamika Cooper – American Institutes for Research – 1000 Thomas Jefferson St., NW – Washington, DC 20007.