



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



TO: English Learner Assessment Coordinators (ELACs), District Administrators in TIDE (DAs),
Special Education Directors

FROM: Cristi Alberino, Education Consultant, Performance Office

DATE: September 26, 2023

SUBJECT: LAS Links Accommodated/Paper Materials Order Form

This memo provides procedures related to the ordering and returning of LAS Links Accommodated/Paper Materials Order Form for the 2023-2024 school year administration. These paper forms are available for students who are identified in PSIS as English learners/multilingual learners (ELs/MLs) and who have an Individualized Education Program or Section 504 Plan documenting the need for assessments to be provided in braille, large print, or on paper based on their disability.

Accommodated/Paper Form Order Process

ELACs must complete and submit the Connecticut 2024 LAS Links Accommodated/Paper Materials Order Form **by February 2, at the latest.**

- Orders submitted by **December 15, 2023**, will arrive in the district by January 5, 2024.
- Orders submitted by **December 22, 2023**, will arrive in the district by January 12, 2024.

The [Accommodated/Paper Materials Order Form](#) is posted on the [CT DRC LAS Links Website](#). Test materials will arrive in a separate shipment than the Test Coordinator Kit (TCK) used for return processing.

Test Administration

The ELAC must manage the administration and security of the paper forms. The student responses in braille must be transcribed into the provided scannable test document **prior to the return shipment** of test materials.

Return of LAS Links Accommodated/Paper Materials

Once the student has completed the LAS Links on the appropriate accommodated/paper form, all test materials are returned to Data Recognition Corporation (DRC) for scoring via UPS. The ELAC must contact UPS, complete student identifying information on the test materials, ensure transcription has been completed, and maintain all tracking numbers and receipts.

The final date to request UPS pick-up to send completed test documents to DRC for processing is **February 26, 2024.**

| 2023-24 English Language Proficiency Testing Windows | |
|--|---------------------------|
| LAS Links Testing Window | January 2-March 1, 2024 |
| Connecticut Alternate Assessment of English Language Proficiency (CAAELP) Testing Window | February 1-March 29, 2024 |

Email Cristi.Alberino@ct.gov with any questions related to the LAS Links Accommodated/Paper Materials Order Form.

Thank you.