



**Connecticut State Department of Education (CSDE)
Data Recognition Corporation (DRC)
2024-25
CSDE Policies for
LAS Links Online Administration Training**



CT Participation Expectations

Students attending CT Public Schools in Grades K-12 identified as EL/ML are expected to participate in the LAS Links testing. This includes students who are transitioning to a post high school program for 18–21-year-olds but are still registered as Grade 12 students in PSIS.

The CSDE has procedures regarding testing of ELs/MLs who are in the Public School Information System (PSIS) who attend the following types of schools:

- In-State Approved Private Special Education Programs (APSEPs)
- Non-Approved Private School in Connecticut
- Judicial Centers
- Transition/Vocational Service Providers
- Out-of-state schools



CT Participation Expectations - Continued



- Online testing with Form F is not allowed outside of Connecticut. **Out-of-state** students **must** use an [Accommodated/Paper Test form](#), available on the CT DRC Website, ordered by February 7, 2025. This presentation will discuss this in detail.
- DRC will ship materials to the Connecticut district. The ELAC must collaborate with the out-of-state contact to conduct test administration within an appropriate window.
- Districts must return all completed paper tests to DRC for scoring by **February 28, 2025**.
- A list of students enrolled in APSEPs based on the October PSIS collection will be provided to ELACs by **November 20, 2024**, for planning and communication purposes. These students are included in the DRC Student Management System.



Demographic Information - PSIS

Records must be updated including the Testing Demographic Fields in the Public School Information System (PSIS) Registration Module:

- **Only students who are indicated as an EL/ML are sent to DRC to be rostered in the INSIGHT System.**
- Do not manually add students to DRCs INSIGHT Portal—leads to data errors
- CSDE provides DRC a daily file of accurate student information
- Only students identified as Special Education or Section 504 in PSIS who meet the eligibility criteria for each applicable subtest of the LAS Links will be eligible for accommodations

Important Dates



Outplaced students and DA list to districts	November 20, 2024
Accommodations Entry open in DRC INSIGHT Portal for ELACs	December 9, 2024- March 7, 2025
Connecticut Alternate Assessment System Eligibility Form Verification in CT-SEDS	Fully Implemented IEP by December 20, 2024
Domain Exemption Registration	November 12, 2024- December 20, 2024
Accommodated/Paper Form Order Submission <ul style="list-style-type: none">• Before December 19, 2024, for delivery by January 3, 2025• After December 20, 2024, for delivery after January 10, 2025	November 8, 2024- February 7, 2025
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	February 28, 2025

Continued in 2025!



DRC will create test sessions for all schools within each district

- The process will start with the PSIS student file submitted in December 2024 and will continue throughout the testing window
- DRC will create one test session per school and per grade
- All students will be added to the corresponding test session with all 4 LAS Links domains already selected
- New/updated students in the daily PSIS file will be added to existing test sessions
- Can districts edit any of the test session information?
 - Yes, ELACs can modify test sessions created by DRC
 - ELACs can add test sessions but it is strongly recommended that ELACs use DRC-created test sessions to make sure all students are assigned 4 domains for testing



Eligibility for Accommodations on the LAS Links

Each student participating in the LAS Links must meet each of the following components of the eligibility criteria for each applicable subtest of the LAS Links to be eligible to receive accommodations:

1. Student is identified as an EL/ML in PSIS; AND
2. Student is identified as a student with disabilities with a finalized and implemented IEP or Section 504 Plan; AND
3. Review CSDE's LAS Links Test Administration Manual, Appendix C and [LAS Links Accessibility Chart](#) prior to determining accommodations; AND
4. The need for any accommodation must be documented in the IEP or the Section 504 Plan and used regularly for instruction and assessment; AND
5. Enter the allowable accommodations described in the [LAS Links Test Administration Manual](#), Appendix C based on the finalized and implemented plan in CT-SEDS.



Student Movement to a New School in the Same District

If the student is rostered in the same district in the new school in the DRC INSIGHT Portal, the ELAC must look for the existing test ticket assigned to that student and their test-taking status.

- **If the student started testing one subtest**, the student **MUST** finish testing with the test ticket and all remaining subtests in that test session created at the previous school. If not, the student will not receive an overall score and the student will not be eligible to exit EL/ML status.
- If the student has not started any testing, the student can be placed in a new test session at the new school and begin testing.

Test results for the student will remain at the previous school (the one where the test session/test ticket was created) in the DRC INSIGHT Portal. However, test results in EdSight follow the student.



Student Movement to a New District

Find the [ELAC Contact Information](#) from the original district first to see if the student has started testing and which subtests were taken.

- If testing has started, the same test ticket must be securely sent, and the student **MUST** finish testing with that test ticket in that same test session. If not, the student will not receive an overall score and the student will not be eligible to exit EL/ML status.
- If the student has not started any testing, the student can be placed in a new test session at the new district/school and begin testing.

The ELAC at the new district **will not** be able to view the test session from the previous district. Test results for the student will remain in the previous district where the test session and test ticket was created in the DRC INSIGHT Portal. However, all test results in EdSight follow the student.



Planning Your Testing Schedule



Subtest Area	Estimated Time
Speaking	15 minutes – all Grades
Listening	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	30 minutes – Grades K, 1 40 minutes – Grades 2-12

- Estimated times are testing time estimates only. They do not include pretest activities (i.e., test ticket allocation, logging in, etc.).
- Testing can be completed over multiple days.



Test Security



A secure test environment requires that ELACs and proctors

- Protect secure materials
- Refrain from sharing items or secure test materials
- Only use the DRC test delivery system
- Remove all electronic devices from students
- Ensure a quiet test-taking environment



Appeal Process

If a proctor provides or modifies student answers or uses secure test materials inappropriately, the ELAC should contact the Student Assessment Office immediately at 860-713-6860.

If an irregularity occurs:

- The ELAC submits an appeal in the [Appeals Submission Survey](#).
- ELACs are notified when the request is completed. Or, if more information is required, the ELAC may need to fax or email a signed letter on district/school letterhead to Performance Office Irregularities at 860-713-7033 or to Cristi.Alberino@ct.gov before the appeal can be approved. **Use the student SASID – not their name.**
- **Please stop testing the student in all domains** until the appeal is approved!

More information is available in Appendix B of the [LAS Links Test Administration Manual](#).

Connecticut DRC LAS Links Website



Bookmark <https://laslinks.com/connecticut-information/>

- The Connecticut DRC LAS Links Website includes CT specific LAS Links information on test administration, training, technology, scoring, and reporting



Connecticut DRC LAS Links Website

Overview

The [Connecticut State Department of Education \(CSDE\)](#) will be using the LAS Links Assessment for the ELP Assessments for eligible students in Grades K-12 for the 2024-25 test administration. The CSDE believes that high-quality, comprehensive, and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English learners/multilingual learners (ELs/MLs). The CSDE believes that research-based instructional practices that support ELs/MLs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs.

2024-25 LAS Links Testing Window January 2-March 7, 2025

All ELACs should receive the [Student Assessment News](#), for critical assessment information. Register [here](#).

Additional email communications from CSDE or DRC should be disseminated to appropriate staff including the District Administrator in TIDE (DA) and the Special Education Director.

Work with your technology staff to “allow list” @datarecognitioncorp.com.



Resources:

[CT DRC LAS Links Webpage](#)

- [LAS Links Test Administration Manual](#)
- [DRC INSIGHT Portal User Guide](#)
- LAS Links Training Videos

[English Language Proficiency Assessment – LAS Links CSDE Document page](#)



CSDE Contact Information



Michael Sabados

Education Consultant

Performance Office

860.713.6856 or Michael.Sabados@ct.gov

Cristi Alberino

Education Consultant

Performance Office

860.713.6862 or Cristi.Alberino@ct.gov

Katherine Seifert

Associate Education Consultant, Special Populations

Performance Office

860.713.6722 or Katherine.Seifert@ct.gov

Megan Alubicki-Flick

English Learner Consultant

Turnaround Office

860.713.6786 or Megan.Alubicki@ct.gov



LAS Links Help Desk

866.282.2250 Option 2 (9:00 a.m.-5:30 p.m. EDT)
or LASLinksHelpDesk@datarecognitioncorp.com

LAS Links Project Manager

Franklin Brown

855.839.1181 Option 2

LASLinksPM@datarecognitioncorp.com