



**PURPOSE:** The **AVS Correction Form** is designed to collect correction information related to students and teachers listed in the Assessment View System (AVS), as well as to collect information related to adding new teachers or students to the AVS.

This form must be completed and submitted to the Alternate Assessment Coordinator (AAC). The AAC may use this form to add new teachers or modify existing teacher/student accounts to correct the data in the AVS. Requests to add a student or release weekend dates for hospital homebound students must be approved by the AAC and submitted by the AAC to Measured Progress for processing.

**For student corrections, complete all the fields in the first section. For teacher corrections, complete the Teacher Corrections section only.**

**District Name:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

**Student First Name:** \_\_\_\_\_ **Student Last Name:** \_\_\_\_\_

**Student D.O.B.:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **SID Number:** \_\_\_\_\_  
(mm/dd/yyyy)

**Gender:**  F  M **Assessment Grade:** \_\_\_\_\_ **Ethnicity:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_ **Teacher Certification Number:** \_\_\_\_\_

**Student Corrections:** AACs must approve requests to “Add Student” or “Release Weekend Dates.”

**Check One:**  Add Student to the AVS  Modify Student Info/Teacher Class in the AVS  
 \*\*Release Weekend Dates  \*Inactivate Student in the AVS

\*Inactivate Student Requests. Provide the AAC with reason:

\*\*Release Weekend Dates: Weekend dates are systematically blocked and allowed only for student datafolios that require weekend testing dates usually reserved for students in a hospital homebound setting.

**Teacher Corrections:** The AAC can inactivate a teacher account in the AVS but to delete the teacher account, the AAC must submit this AVS Correction Form to Measured Progress. The AAC must reassign students to a new teacher in the AVS before submitting a request to “Remove Teacher from the AVS.”

**Check One:**  Remove Teacher from the AVS  Add Teacher to the AVS  Modify Teacher in the AVS

**Teacher Name:** \_\_\_\_\_ **Teacher Certification Number:** \_\_\_\_\_

**Alternate Assessment Coordinator Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**District Name:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Primary Phone Number:** \_\_\_\_\_ **Alternate Phone Number:** \_\_\_\_\_

**Alternate Assessment Coordinator’s Signature:** \_\_\_\_\_