

**INSTRUCTION**Inter-district Procedure for State Testing**PURPOSE**

The Kennewick School District will provide access to MSP, HSPE, EOC, and any other state assessments to students in Online/Nonresident Districts living in the Kennewick School District boundaries. This document outlines the procedures and responsibilities for this state assessment.

**STATEMENT OF WORK**

The Kennewick School District shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work.

**PROCEDURE**

- A. The non-resident district will register students via OSPI's preregistration system. The registration site includes information regarding the student name, grade level, tests to be administered, online school name, special accommodations, and the Kennewick school where the student will test. Failure to register students via the OSPI preregistration site may not guarantee available testing for non-resident students within the Kennewick School District.
- B. Representatives from the non-resident district will contact the Kennewick Assessment Coordinator prior to testing to receive information on specific testing locations and testing times.
- C. The non-resident district will notify parents/students of testing requirements, specific time and location of testing, and be responsible for arranging for transportation to and from the testing school.
- D. Kennewick School District staff will administer the tests to the students in the non-resident district in accordance with their building test schedule. Completed tests will be returned to the non-resident district by the Kennewick School District Assessment Coordinator.

**NOTE:** Unless otherwise addressed, the responsibility for the student remains with the online/non-resident school district.