

# Assessment Correction Engine (ACE) Guidebook

School Year: 2025 - 2026

**Arkansas Department of Education**

**Division of Elementary and Secondary Education**

**Public School Accountability: School Performance & Assessment Unit**

**Updated: June 30, 2026**

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## Overview

The Arkansas Department of Education (ADE) Assessment Correction Engine (ACE) provides school districts with the opportunity to review and, in specific cases, correct their 2026 Elementary and Secondary Education Act (ESEA) assessment data.

ADE has received assessment data from the following 2026 statewide assessments:

- ATLAS – English Language Arts (Grades 3–10), Mathematics and Science (Grades 3–8), and End-of-Course exams in Algebra I, Geometry, and Biology.
- DLM Alternate Assessment – English Language Arts, Mathematics, and Science (Grades 3–10).

Districts may access ACE to review enrollment records for students who participated in at least one of these assessments. While limited edits to certain fields are allowed, there is *no requirement to make changes*. **Any modifications must be supported by appropriate documentation, which must be uploaded into the ACE system. Corrections are not automatic and must be approved by DESE staff.**

Districts are responsible for testing all students during the designated state testing windows. The Division of Elementary and Secondary Education (DESE) recommends that districts test students at the beginning of the testing window to allow time for makeup testing and error resolution.

For students who were expected to test but did not, if districts did not assign a Reason Not Tested (RNT) code at the end of the testing window, then districts may assign an appropriate Reason Not Tested (RNT) code in ACE. Supporting documentation for RNT codes must be maintained on file at the district in accordance with records retention requirements.

All district assessment data must be certified in ACE by the Superintendent or the District Test Coordinator (DTC). If certification is not completed by the deadline, the ADE Office of Assessment and School Performance will certify and submit the data on behalf of the district using the information available in ACE.

ACE Corrections are possible for the following assessments:

### **ATLAS Summative**

**Subjects:** ELA, Math, and Science (including eligible End-of-Course tests)

**Testing Window:** April 13 – May 22, 2026

**Grades:** 3–10 and High School (HS)

### **Dynamic Learning Maps (DLM)**

**Subjects:** ELA, Math, and Science

**Testing Window:** February 2–May 1, 2026 (Spring Instructionally Embedded Window)

**Grades:** Qualifying students in grades 3–8 and grade 10

Information regarding testing requirements, EOC eligibility, and RNT Code 12 eligibility can be found at: [The PATH](#)

## Submission Process

### Steps to complete Assessment Corrections Engine (ACE)

#### Step 1: Verify Contact Information in LEA Insights

- Districts should verify and update contact information for both the District Test Coordinator (DTC) and the Superintendent in LEA Insights.
- Ensure this information is current before proceeding to ACE.

#### Step 2: Access the ACE Portal

- Navigate to the official [ACE website](#).
- Link also found on [ADE Data Center home page](#)
- Use LEA Insights credentials to log in. Both the DTC and/or Superintendent may access the ACE portal using their LEA Insights login information.

#### Step 3: Complete Reason Not Tested (RNT) #2

- All districts, (with a RNT of # 2 for any applicable students) must complete RNT #2 in ACE for those students in all applicable subjects.
- Upload any required supporting documentation directly into the ACE system for each applicable case.

#### Step 4: Confirm Participation Rates and Upload RNT Documentation

- Districts should review in ACE the percentage of students tested in ELA, Mathematics, and Science at each school, including data for all students and student subpopulations and document the percentage locally as needed.

##### **A. Required – Below 95% Participation**

- Districts **are required** to process and upload approved documentation (see [Appendix A](#)) for any remaining corrections related to RNT #3 through #12 for students.

##### **B. Discretionary – At or Above 95% Participation**

- Districts **may**, at their discretion, upload approved documentation (see [Appendix A](#)) for corrections related to RNT #3 through #12 for students.

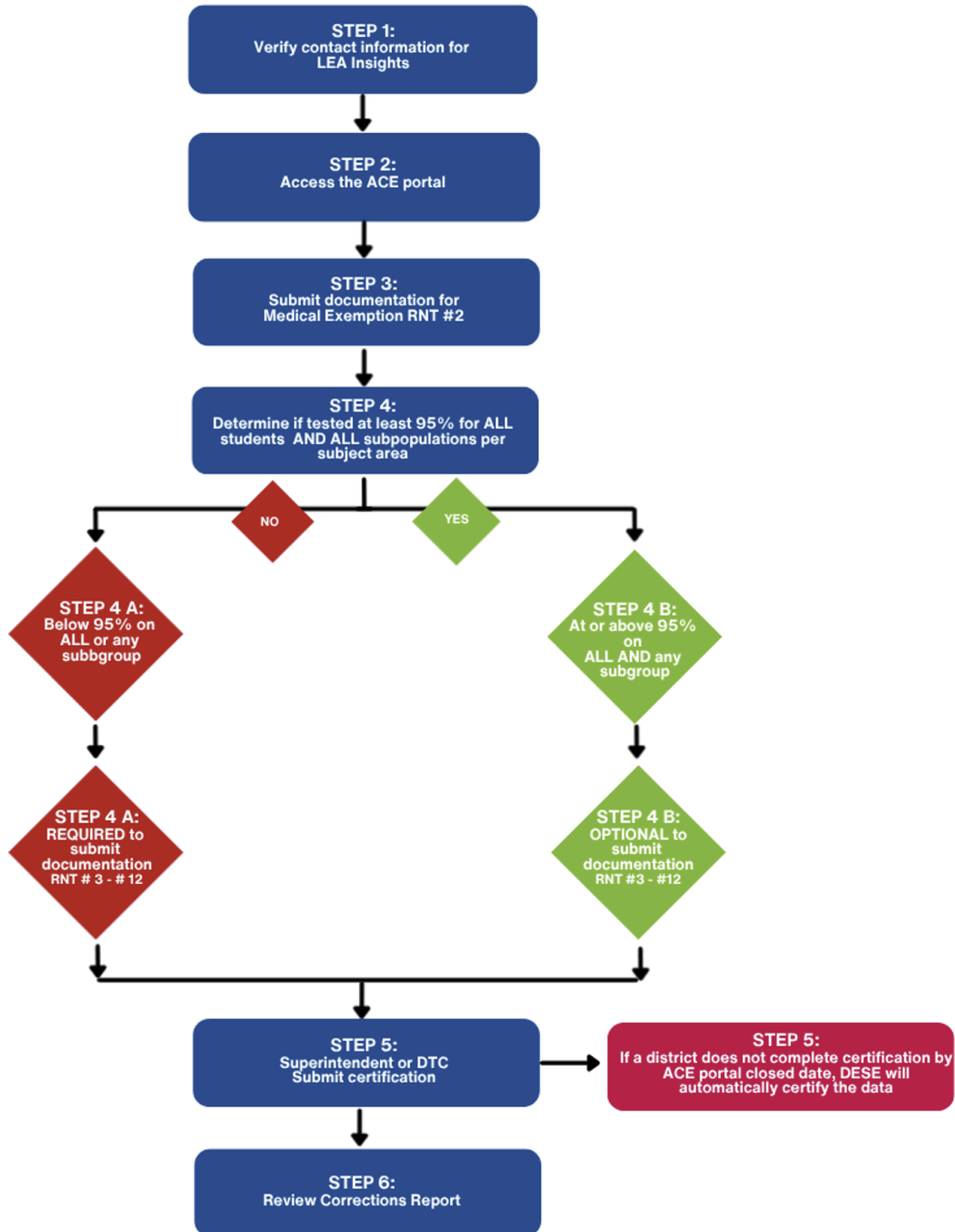
#### Step 5: Certify District Assessment Data

- The Superintendent or DTC must log in to the ACE portal and click the blue "Certify" button at the bottom of the screen to complete the certification process.
- If a district has not completed certification by 5:00 PM on July 23, 2026 (the final day of the ACE window), the Division of Elementary and Secondary Education (DESE) will automatically certify the data on the district's behalf using the existing ACE records.

## Step 6: Review Corrections and Special Cases

- After corrections are submitted, districts can review declined corrections by scrolling to the bottom of the ACE home page and clicking the **blue “Submission Approval Status”** button.
- Students submitted to the DESE Assessment Unit with invalidated tests or special situations will be reviewed during the special corrections window to determine if testing credit can be applied. Districts should submit special corrections through **RNT # 5- Special Corrections in the ACE portal**. **Contact Katie Burrow for more information on Special Corrections.**

### Flowchart



## User Guide Instructions

### Logging In

The ACE interface will be available for use at the ADE Data Center at:

<https://eis.ade.arkansas.gov/Login>. District or School Level users should use their LEA Insights credentials to login. For problems logging in or seeing all schools in the district (see [Appendix B](#)).

### Access Permissions:

- District-level users will have access to view and manage data for all schools within the district.
  - SIS LEA Profile:
    - Superintendent (Coordinator Code = 'U')
    - Assistant Superintendent (Coordinator Code = 'X')
    - Data Steward (Coordinator Code = 'DS')
    - Test Coordinator (Coordinator Code = 'C')

**Assessment Correction Engine Login**

Enter your State SSO/Active Directory user name and password.

<p><b>User name</b></p> <input style="width: 90%;" type="text"/>	<p><i>Assessment Correction Engine is supported with the latest versions of Microsoft Edge, Google Chrome, and Mozilla Firefox browsers.</i></p>
<p><b>Password</b></p> <input style="width: 90%;" type="password"/>	<p><b>ADE Users</b></p> <p>Please enter your username in the form of <b>ade\jdoe</b></p>
<input type="button" value="Log In"/>	<p><b>District Users</b></p> <p>Please enter your State Active Directory credentials (e.g. <b>8080jdoe</b>). The e-mail address associated with your State Active Directory account must be registered as one of the following in <a href="#">SIS LEA Profile</a> for your district or co-op:</p> <ul style="list-style-type: none"> <li>• Superintendent (Coordinator Code='U')</li> <li>• Assistant Superintendent (Coordinator Code='X')</li> <li>• Data Steward (Coordinator Code='DS')</li> <li>• Test Coordinator (Coordinator Code = 'C')</li> </ul> <p><b>School Users</b></p> <p>The e-mail address associated with your State Active Directory account must be registered as one of the following in <a href="#">SIS LEA Profile</a> for your school:</p>

### ACE Home Screen

The ACE Home Screen provides users with an overview of assessment data for each school within the district.

- Users can view participation data for each assessment, including the percent of students tested in English Language Arts, Mathematics, and Science.
- Data is available at the school level and is disaggregated by all students and student subpopulations (e.g., race/ethnicity, English learners, students with disabilities).

## Assessment Correction Engine

6401000 - Waldron School District All Schools

School: <All Schools> Apply Filter

Sort by LEA Number

**Tested/Expected to Test by Demographic Group**

Group	ELA		MATH		Science	
	Tested	Expected to Test	Tested	Expected to Test	Tested	Expected to Test
All students	99.5%	838	99.6%	831	99.6%	719
White	99.5%	627	99.7%	622	99.6%	547
African American	100.0%	7	100.0%	7	100.0%	5
Hispanic	100.0%	135	100.0%	134	100.0%	107
Economically Disadvantaged	99.4%	624	99.5%	618	99.4%	542
English Learners	98.5%	66	98.5%	66	98.2%	55
Students with Disabilities	100.0%	145	100.0%	144	100.0%	131

[Review](#)

### Tested Students

The “Tested Students” section provides a demographic breakdown of students who participated in at least one state assessment.

- These counts are based on student demographic data as of the official enrollment dates outlined in the [Business Rules for Calculating the 2025 ESSA School Index Scores](#).
- All data displayed in this section is sourced from TRIAND.

**⚠ Note:** These figures do not represent total student enrollment for each school or district. They include only those students who have a valid score on at least one assessment.

### Non-Tested Students

The “Reason Not Tested (RNT) Statistics” section displays data on students who were expected to participate in state assessments but did not.

- This section provides counts by subject and highlights students who were not automatically excluded from Percent Tested calculations.
- During the initial Assessment Corrections Engine (ACE) data load, some students may have already been automatically excluded from the testing denominator based on valid RNT codes submitted through ATLAS or DLM.
- These auto-excluded records will not appear in the ACE user interface and are removed from participation rate calculations.

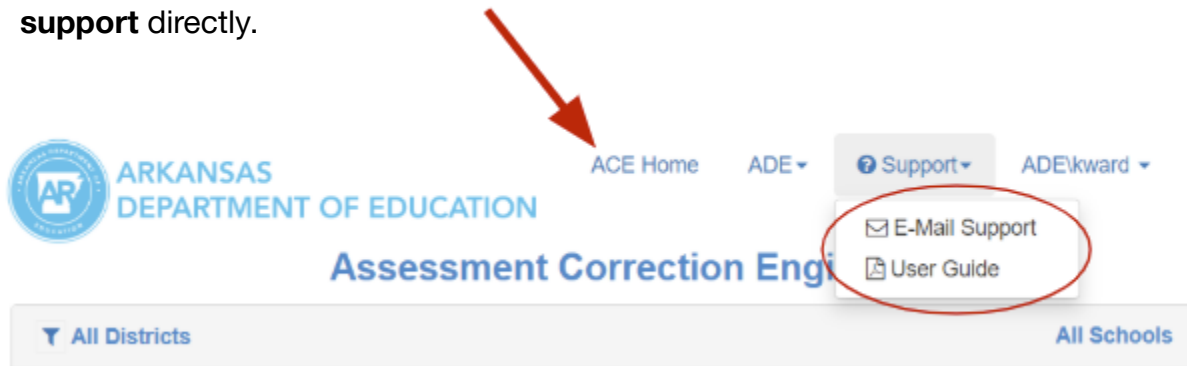
## Navigating the ACE Home Screen

The **ACE Home Screen** serves as the central access point for all district and school-level correction activities.

To return to the Home Screen from any page in the system, click the **“ACE Home”** link in the top navigation bar.

For assistance:

- Use the **“Support”** button in the top ribbon to access the **User Guide** or email **technical support** directly.



## Not Tested Reason Review and Documentation

If an LEA has non-tested enrollment records that require a Reason Not Tested (RNT) code and/or supporting documentation, users should take the following steps:

1. Click the Review button next to the relevant subject area (ELA, Math, or Science).
2. This will open the “Not Tested Enrollment Review” page.
3. On this page, users can:
  - Assign or modify the RNT code for each non-tested student record.
  - Upload required supporting documentation for applicable RNT codes.
4. Use the navigation tabs at the top of the page to switch between ELA, Math, and Science RNT review sections.

LEA	Name	Eth.	ID	SSN	DOB	Grade	Gender	Dis.	SPED	ATLAS [??]	Action	
0401003	[REDACTED]	Multiracial	[REDACTED]	[REDACTED]	[REDACTED]	9	F	N	N	ATLAS [??]	Action	
0401005	[REDACTED]	White	[REDACTED]	[REDACTED]	[REDACTED]	5	F	N	Y	No RNT entered- indicated by ???	Action	
0401006	[REDACTED]	Hispanic	[REDACTED]	[REDACTED]	[REDACTED]	3	F	N	Y	ATLAS [??]	Action	
0401010	[REDACTED]	Hispanic	[REDACTED]	[REDACTED]	[REDACTED]	8	M	N	Y	DLM [5]	Action	
0401011	[REDACTED]	White	[REDACTED]	[REDACTED]	[REDACTED]	4	[REDACTED]	Y	N	Designates which assessment by name	ATLAS [??]	Action
0401015	[REDACTED]	White	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Y	N	ATLAS [??]	Action	
0401015	[REDACTED]	White	[REDACTED]	[REDACTED]	[REDACTED]	3	M	Y	N	ATLAS [??]	Action	
0401016	[REDACTED]	Asian	[REDACTED]	[REDACTED]	[REDACTED]	3	M	N	N	ATLAS [??]	Action	
0401016	[REDACTED]	White	[REDACTED]	[REDACTED]	[REDACTED]	3	M	N	N	No RNT entered- indicated by ???	ATLAS [??]	Action
0401017	[REDACTED]	Asian	[REDACTED]	[REDACTED]	[REDACTED]	5	F	N	N	ATLAS [??]	Action	

A legend explaining the icons and color codes used in the Assessment Status Indicators is located

at the bottom of the page. This legend helps users interpret the status of testing records at a glance.

Assessment RNT Indicator Legend	
	No RNT code is specified; the record currently counts against your % tested.
	An RNT code is specified that will exclude the record from the % tested calculation <i>provided that</i> you provide sufficient documentation <i>and that</i> ADE approves the exclusion.
	An RNT code is specified but it will not exclude the record from the % tested calculation.
	An RNT code is specified and documentation is provided. The record is excluded from % tested calculation. (* Subject to final approval by ADE)
	An RNT code is specified and documentation is provided but the RNT code does not exclude the record from % tested calculation.

## RNT Review Button Color Legend for student level

- Red:  
No RNT code is specified.  
**The record currently counts against your Percent Tested calculation.**
- Blue:  
A RNT code is specified that **may exclude** the record from the Percent Tested calculation, if sufficient documentation is uploaded and **ADE approves the exclusion.**
- Yellow:  
A RNT code is specified, but it **does not qualify** to exclude the record from the Percent Tested calculation.
- Green:  
An RNT code is specified, and required documentation is provided.  
The record is excluded from the Percent Tested calculation, **pending final ADE approval.**
- Gray/Black:  
A RNT code and documentation is provided,  
but the RNT code **does not qualify** to exclude the record from the Percent Tested calculation.

## Updating a Reason Not Tested (RNT) Code & Uploading Documentation

To assign or modify a Reason Not Tested (RNT) code, or to upload supporting documentation for a non-tested student record, follow the steps below:

### Step 1: Access the Action Menu

- Locate the non-tested enrollment record in the list.
- In the last column, click the 'Action' button associated with the student.
- A dropdown menu will appear—select 'Update / Upload Document'.

### Step 2: Update the RNT Code and Upload Documentation

When 'Update / Upload Document' is selected, a popup window will appear where you can:

- View the student's name and current RNT code (if one exists).
- Choose a new RNT code from the dropdown list, which includes all codes applicable to the specific assessment.
- Once selected, the chosen RNT code and its description will be shown next to the "New RNT:" label.

**Update Reason Not Tested**

**Student:** [REDACTED]

**Current RNT:** 2 (Medical Emergency - Requires doctor's statement)


**New RNT:** [REDACTED]

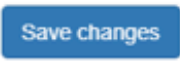
**Submit** **Subject**

<input checked="" type="checkbox"/>	English
<input type="checkbox"/>	Math
<input type="checkbox"/>	Science

**Code Reason** **Excludes from Enrollment**

1	Absent on ALL days of the test administration, including the make-up test administration/Expelled/Suspended/Student Refused to Test/Homebound/COVID	No
2	Medical Emergency - Requires doctor's statement	Yes
3	Residential Treatment - Requires doctor's statement	Yes
4	Incarcerated	Yes
5	Special Corrections	Yes
6	Withdrew from School	
7	Student took alternate assessment	
8	Enrolled in a Home School/Private-School (RES. 1, 2, 4,	
9	Services for Home School/Private School (Special Educa	
10	Youth Challenge/Job Corps/Tuition Agreement	yes
11	Withdrew from EOC Qualifying Course	Yes
12	Previously enrolled in an EOC exam eligible course & has a prior HS summative tes	Yes
	score for HS	

**Current Evidence File:** (none) 


Users will be allowed to Save Changes once the code has been selected and a document has been uploaded. 

**Annotations:**

- New RNT** - will change to match the RNT selected when the user clicks on the code in the list of available codes.
- Current RNT for Non-Tested enrollment record.
- ALL CHANGES to Reason Not Tested codes require supporting documentation. The upload button will turn green when the document has been uploaded.**

### Step 3: Upload Supporting Documentation

All changes to RNT codes must be accompanied by **approved supporting documentation**.

- Click the **upload button**  to select and attach the appropriate file.
- After selecting the document, click **'Save Changes'** to:
  - Update the RNT code
  - Upload the file to ACE

+ **Note:** Only one uploaded is allowed per RNT code. Multi-page documentation needs to be combined into one (1) attachment.

## District Responsibility and Documentation Requirements

School districts are responsible for ensuring that all students listed in eSchoolPlus enrollment are appropriately tested during the state testing window.

If a student meets one of the criteria below and did not complete testing, the district may apply for a correction using appropriate RNT Code, provided that:

- The student was enrolled at any point during the testing window
- Approved documentation is uploaded in ACE to support the use of the code

 Important: Uploading unauthorized or unapproved documentation will result in denial by DESE, and the student will be counted against the district's Percent Tested calculation.

### Reason Not Tested Codes

For required documentation (see [Appendix A](#))

#### Reason Not Tested (RNT) Code 1: General Non-Participation

RNT Code 1 should be used for students who were enrolled during the state testing window but did not complete a subject area test due to one of the following circumstances:

- Absent on all days of the test administration, including any make-up sessions
- Expelled students who are receiving educational services
- Suspended students
- Students who refuse to test
- Homebound students
- Other exceptional circumstances

**Documentation is not required for Reason Not Tested Code 1 and will not exempt the student from test participation requirements. Documentation should be kept on file at the school for records retention purposes.**

## Reason Not Tested (RNT) Codes:

Assessment	RNT Code	Reason Not Tested
ATLAS	1	Absent on ALL days of the test administration, including the make-up test administration/Expelled/Suspended/Student Refused to Test/Homebound *
ATLAS	2	Medical Emergency - Requires doctor's statement
ATLAS	3	Residential Treatment - Requires doctor's statement
ATLAS	4	Incarcerated
ATLAS	5	Special Corrections
ATLAS	6	Withdrew from School
ATLAS	7	Student took alternate assessment
ATLAS	8	Enrolled in a Home School/Private-School (RES 2, 4, 5, 12, or X1) *
ATLAS	9	Services for Home School/Private School (Special Education)
ATLAS	10	Youth Challenge/Job Corps/Tuition Agreement
ATLAS	11	Withdrew from EOC Qualifying Course
ATLAS	12	Previously enrolled in an EOC exam eligible course & has a prior HS summative test score for HS
DLM	1	Expelled/Suspended/Student Refused to Test *
DLM	2	Medical Waiver (Medical Emergency/Extended Hospitalization) - Requires doctor's statement
DLM	3	Special Treatment Center (approved residential) - Requires doctor's statement
DLM	4	Incarcerated
DLM	5	Special Corrections
DLM	6	Withdrew (Transfer/Private School/Homeschool)
DLM	7	Student took ATLAS
DLM	8	Homeschooled for assessed subjects

\* RNT code will NOT be removed from the denominator

### \*eSchoolPlus Resident Codes (2, 4, 5, 12, or X1)

- **2 - Resident Homeschool Interscholastic**, [Act 630 of 2023](#) (or [SB361](#)) amended [A.C.A. § 6-15-509](#); Students from a Homeschool environment who participate in a sports program at the resident district
- **4 - Resident Home/Private Academic**, [Act 173 of 2017](#) (or [HB1208](#)) amended [A.C.A. § 6-18-232](#) ; Students from a homeschool or private school environment who are enrolled in one or more academic courses at the district.
- **5 - Resident Home/Private School Student in Virtual Environment**, [COM-19-021 of 2018-2019](#).
- **12 - Resident Private Interscholastic**, [Act 644 of 2025](#) (or [SB303](#)) amended [A.C.A. § 6-18-238](#) ; Students using this resident code must be scheduled into a non-standard period using course code 999000. The course description can reflect the activity, such as "FFA" or "Beta Club."
- **X1 - Home/Private enrolled in 21st Century Program** (No ADM)

## District Submission of Corrections

After all supporting documentation for correction requests has been uploaded in ACE, the district must finalize submission of its assessment data to the Arkansas Department of Education (ADE) for review.

### Who Can Submit:

- The District Test Coordinator (DTC) is responsible for reviewing and entering corrections and may also certify and submit the district's data in ACE.
- The Superintendent also has full access to certify and submit the corrections.
- Either the DTC or Superintendent may complete the certification process by logging in with their LEA Insights log-in credentials.

### Submission Deadline

If the district has not certified and submitted corrections by July 23, 2026, the Division of Elementary and Secondary Education (DESE) will automatically certify and submit all data “as is” at 5:00 PM on July 23, 2026 using the most recent records in ACE.

👍 Early certification and submission are strongly encouraged to ensure all correction requests and documentation are reviewed.

### Submission Steps:

1. Log in to the ACE portal using DTC or Superintendent credentials.
2. Scroll to the bottom of the **ACE Home screen**.
3. Then click the blue **“Submit Corrections”** button to send the final data to ADE for review.

### Assessment Correction Engine

7207000 - Springdale School District All Schools

School: <All Schools> Apply Filter

Sort by LEA Number

---

**Tested/Expected to Test by Demographic Group**

Group	ELA		MATH		Science	
	Tested	Expected to Test	Tested	Expected to Test	Tested	Expected to Test
All students	99.6%	13543	99.6%	13324	99.6%	11634
White	99.6%	4012	99.6%	3858	99.7%	3468
African American	99.7%	288	99.6%	281	99.6%	235
Hispanic	99.6%	6740	99.6%	6691	99.6%	5760
Economically Disadvantaged	99.5%	10329	99.6%	10263	99.6%	8896
English Learners	99.3%	4185	99.4%	4230	99.3%	3642
Students with Disabilities	99.5%	1462	99.4%	1455	99.4%	1289

[Review](#)

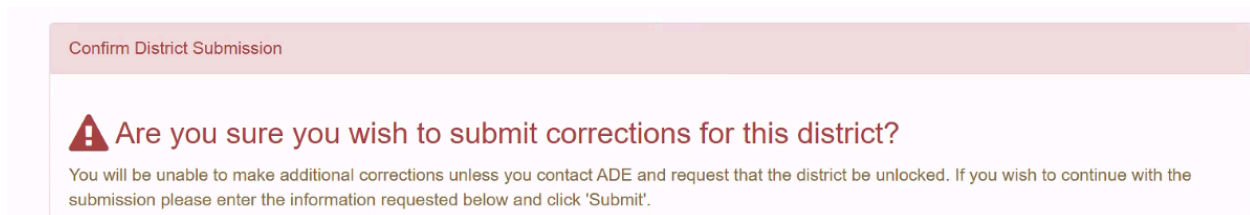
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**Springdale School District** (Overall % Tested: 99.60% , ESEA % Tested: 99.60% )

[Submit Corrections](#)

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- After clicking the “Submit Corrections” button, a confirmation prompt will appear with the message:  
 “Are you sure you wish to submit corrections for this district?”



- Complete the required contact information fields:
  - Phone number
  - Job title
  - Ensure that the contact name and email address fields are already filled in or updated as needed.

6. Once all required fields are complete, click “Submit” to finalize the correction submission.

**Contact Name:**

**Phone:**

**Email Address:**

**Job Title:**

7. Once corrections are submitted the button changes to GREEN- “Corrections Submitted”.

### Assessment Correction Engine

6401000 - Waldron School District All Schools

School: <All Schools> Apply Filter  
Sort by LEA Number

**Tested/Expected to Test by Demographic Group**

Group	ELA		MATH		Science	
	Tested	Expected to Test	Tested	Expected to Test	Tested	Expected to Test
All students	99.5%	838	99.6%	831	99.6%	719
White	99.5%	627	99.7%	622	99.6%	547
African American	100.0%	7	100.0%	7	100.0%	5
Hispanic	100.0%	135	100.0%	134	100.0%	107
Economically Disadvantaged	99.4%	624	99.5%	618	99.4%	542
English Learners	98.5%	66	98.5%	66	98.2%	55
Students with Disabilities	100.0%	145	100.0%	144	100.0%	131

**Waldron School District** (Overall % Tested: 99.79% , ESEA % Tested: 99.79% )

✓ Submitted on 8/19/2025 by APSCN\6401ksigman

8. After submission is complete, an email is auto-generated in the ACE portal and sent to the address on file.

From: no-reply@ade.arkansas.gov  
To: **Christopher.Ward@ade.arkansas.gov**,  
Subject: 2026 District Submission Successful

[View](#) [Analysis](#) [Source](#) [Headers](#) [Parts](#)

Dear [REDACTED]

Your submission has been received successfully and is under review.

Thank you.

9. Monitor and review submission status in ACE portal. Once corrections are processed, a final confirmation email will be auto-generated from the ACE portal and sent confirming corrections have been processed. Users should log into ACE, download, review reports and save.

From: no-reply@ade.arkansas.gov  
To: [REDACTED]  
Subject: 2026 ACE Corrections Reviewed

[View](#) [Analysis](#) [Source](#) [Headers](#) [Parts](#)

Dear [REDACTED]

Your ACE corrections for district "0502000" have been processed and marked as Reviewed.

Please log in to ACE to see up-to-date data participation percentages and to review the Submission Approval Status report.

Thank you.

## Submission Status

Once a district has submitted its data in ACE, a new feature becomes available.

- A blue button labeled “Submission Approval Status” will appear on the ACE portal.

**Reason Not Tested Statistics**

Subject	% Tested	# Tested	# Not Tested	With RNT	Excluded	
English/Language Arts	99.64%	273	2	2	0	<a href="#">Review</a>
Mathematics	99.64%	273	2	2	0	<a href="#">Review</a>
Science	99.64%	273	2	2	0	<a href="#">Review</a>

**School District** (Overall % Tested: 99.64% , ESEA % Tested: 99.64% )

✔ Submitted on 8/4/2023 by

[Submission Approval Status](#)

Clicking the “Submission Approval Status” will take the user to a page displaying the results of the district’s submission. This page will provide a breakdown of the accepted and rejected records or pending if DESE has not completed processing.

### Assessment Correction Engine

#### Submission Status

Show  entries

School LEA	School Name	Student Name	Grade	Assessment Name	Approval Status	Comment (if Rejected)
6401001	WALDRON ELEMENTARY SCHOOL	[REDACTED]	3	ATLAS ELA (Grades 3-10)	Pending Review	
6401001	WALDRON ELEMENTARY SCHOOL	[REDACTED]	3	ATLAS ELA (Grades 3-10)	Pending Review	
6401001	WALDRON ELEMENTARY SCHOOL	[REDACTED]	3	ATLAS ELA (Grades 3-10)	Pending Review	
6401001	WALDRON ELEMENTARY SCHOOL	[REDACTED]	3	ATLAS ELA (Grades 3-10)	Approved	
6401001	WALDRON ELEMENTARY SCHOOL	[REDACTED]	3	ATLAS ELA (Grades 3-10)	Approved	
6401001	WALDRON ELEMENTARY SCHOOL	[REDACTED]	3	ATLAS ELA (Grades 3-10)	Approved	
6401001	WALDRON ELEMENTARY SCHOOL	[REDACTED]	3	ATLAS Science (Grades 3-10)	Approved	
6401003	WALDRON HIGH SCHOOL	[REDACTED]	12	ATLAS Biology EOC	Approved	
6401003	WALDRON HIGH SCHOOL	[REDACTED]	10	ATLAS ELA (Grades 3-10)	Approved	
6401003	WALDRON HIGH SCHOOL	[REDACTED]	10	ATLAS ELA (Grades 3-10)	Approved	


Search:

Previous **1** 2 3 4 Next

Showing 1 to 10 of 40 entries © 2026 - Arkansas Department of Education

On the Submission Status page, users will see a detailed breakdown of each record, including the following key fields:

- Modification Reason
  - Indicates the reason a change or correction was submitted.
- Enrollment Exclusion Type
  - Identifies how the student record is categorized in terms of inclusion or exclusion from Percent Tested calculations.

 Note: The Enrollment Exclusion Type is coded based on ACE’s internal logic and classification system. This field is view-only and cannot be modified by district users.

 **Important Reminder: Monitor Submission Status**

Districts are responsible for checking the status of their submitted corrections in ACE. To ensure timely review and certification, regularly visit the Submission Status page.

### Accountability

- For the purposes of calculating percent tested, **ALL** students are included: full-academic year and highly mobile students.
- Students with exceptional circumstances may be exempt from the expectation to test and may be removed from the calculation if: 1) appropriate documentation and coding is provided as outlined below, 2) corrections are processed for approval in Assessment Corrections Engine (ACE) by DESE.

#### Which School is Accountable for Testing Students?

Scenarios are for students who are not present in one of the data pulls at any LEA		
School LEA from Data Pull 1 (School A)	School LEA from Data Pull 2 (School B)	Which school receives accountability data?
-	B	The student will be included in <b>School B's</b> participation rate.
A	-	The student will be included in <b>School A's</b> participation rate

Scenarios are for students who move between schools during testing		
School LEA from Data Pull 1 (School A)	School LEA from Data Pull 2 (School B)	Which school receives accountability data?
A	B	If the student <b>tested</b> , the student will be included in <b>School A's</b> participation rate.
A	B	If the student <b>did not test</b> , the student will be included in <b>School B's</b> participation rate

## Special Circumstances

### Special Corrections: Prior Testing at the Same Grade Level

If a student has two prior years of testing at a specific grade level, they may be excluded from testing in year three through the special corrections process, provided that proper documentation is submitted.


#### Required Documentation:

- Documentation must show that the student was previously assessed at the same grade level in two separate years.
- For example, a current 6th-grade student who previously took the Grade 6 assessment in two prior years may be eligible for exemption from the 2026 Grade 6 exam.
- Submit prior test results or assessment history to support the request for exemption.

### Special Corrections: Grade Advancement During the Testing Window

Schools are ***strongly discouraged*** from advancing a student's grade level or course placement during the state testing window.

#### Example Scenario:

- A student earns enough credits to move from 10th to 11th grade.
  - The student's grade level in eSchoolPlus should only be updated:
    - **Before** 4:00 PM on April 10, 2026, or
    - **After** May 22, 2026
  - This ensures the student is properly accounted for in official data pulls and avoids errors in participation expectations.
-  **Important:** Students who are advanced during the testing window will still be expected to test, and no testing exemption will be granted due to mid-window grade level changes.

### Special Corrections: Unique student situations

If none of the standard RNT codes apply to a unique student situation, **districts may complete RNT #5 Special Corrections and upload the corresponding documentation for consideration.** DESE will evaluate each request on a case-by-case basis to determine whether an exception can be granted.

Be sure to include all relevant details and supporting documentation to assist in the review process.

## Support for Special Corrections

For questions around special corrections, please contact Katie Burrow at or (501) 682-5192 or [Katie.Burrow@ade.arkansas.gov](mailto:Katie.Burrow@ade.arkansas.gov).

## Appendix A- Required Documentation Information

### Reason Not Tested Codes for Statewide Summative Assessment

Assessment Format Code	Reason Not Tested Code	Reason	Excludes from Enrollment
ATLAS	1	Absent on ALL days of the test administration, including the make-up test administration/Expelled/Suspended/Student Refused to Test/Homebound	No
<p><b>Documentation is not required for Reason Not Tested Code 1 and will not exempt the student from test participation requirements. Documentation must be kept on file at the school for records retention purposes.</b></p> <ul style="list-style-type: none"> <li><b>No documentation is needed.</b></li> <li>This Reason Not Tested (RNT) code will count against the 95 percent tested. At least 95 percent of students in each student subgroup are required to test.</li> </ul>			
ATLAS	2	Medical Emergency - Requires doctor's statement	Yes
<p><b>Documentation is required for Reason Not Tested Code 2. Reason Not Tested Code 2 will not be approved without proper documentation.</b></p> <p><b>A student is physically unable to take the test.</b></p> <p><b>Required Documentation: (The letter must include ALL of the elements below for DESE evaluation)</b></p> <ul style="list-style-type: none"> <li>This information must be on a doctor, medical clinic, or hospital letterhead with the attending physician's signature.</li> <li>The letter must address the student's limitations.</li> <li>The documentation should state that the student has a medical condition that exempts them from testing or will be absent due to a medical condition on <b>all days of the state testing window</b> to be removed from the denominator for expected to test by Reason Not Tested Code 2.</li> </ul>			
ATLAS	3	Residential Treatment - Requires doctor's statement	Yes
<p><b>Documentation is required for Reason Not Tested Code 3. Reason Not Tested Code 3 will not be approved without proper documentation.</b></p> <p><b>A Residential Treatment Facility is defined as a long-term treatment facility that provides treatment for students overnight.</b></p> <p><b>Required Documentation: (The letter must include ALL of the elements below for DESE evaluation)</b></p> <ul style="list-style-type: none"> <li>This information is on the treatment facility letterhead with the attending physician's signature.</li> <li>The documentation states that the student will be undergoing residential treatment on <b><u>all days of the state testing window</u></b> to be removed from the denominator for expected to test by Reason Not Tested Code 3.</li> </ul>			

Assessment Format Code	Reason Not Tested Code	Reason	Excludes from Enrollment
ATLAS	4	Incarcerated	Yes
<p><b>Documentation is required for Reason Not Tested Code 4. Reason Not Tested Code 4 will not be approved without proper documentation.</b></p> <p><b>Required Documentation:</b></p> <ul style="list-style-type: none"> <li>Documentation should be an official court report (These can be found on <a href="#">AR Court Connect</a>)</li> </ul> <p>If a student is incarcerated <b>all days of the state testing window</b>, then the student can be removed from the denominator for expected to test by Reason Not Tested Code 4. <b><u>This does not include the Division of Youth Services (DYS) or Juvenile Detention Center (JDC).</u></b></p>			
ATLAS	5	Special Corrections	Yes
<p><b>“Special corrections” refers to a process used to correct testing and/or data reporting issues that standard ACE Reason Not Tested (RNT) codes cannot capture.</b></p> <p>Special Corrections may be submitted for consideration for unique student situations. Special Corrections will <b>only be approved on a case by case basis for qualifying needs. Documentation must be uploaded that supports the special correction request. DESE staff will reach out if needed to get additional information before the special correction is processed.</b></p> <ul style="list-style-type: none"> <li>End of Course (EOC) coding issues</li> <li>Multiple Student State ID issues</li> <li>Deceased</li> </ul>			
ATLAS	6	Withdrew from School	Yes
<p><b>Documentation is required for Reason Not Tested Code 6. Reason Not Tested Code 6 will not be approved without proper documentation.</b></p> <p>Code 6 applies <b>ONLY</b> to students who withdraw or are dropped between <b><u>April 6 and April 24, 2026.</u></b></p> <p><b>Required Documentation (Both items required) +</b></p> <p><b>1) Withdrawal documentation</b></p> <ul style="list-style-type: none"> <li>A request for records from the receiving out of state school <b>or</b></li> <li>Screenshot of the entry withdraw screen from eSchool, <b>or</b></li> <li>Proof of enrollment at a private school <b>or</b></li> <li>Notice of Intent (NOI) to homeschool.</li> </ul> <p><b>AND</b></p> <p><b>2) Attendance Verification</b></p> <ul style="list-style-type: none"> <li>A screenshot of the student’s attendance record</li> <li>Must clearly show the last day of full attendance</li> <li>The attendance record must <u>support</u> the reported withdrawal date</li> </ul> <p><b>+ Without the above described documentation, if a student withdraws during the state testing window and does not participate in the assessment, the student will be included in the denominator for expected to test by Reason Not Tested and will count against the 95% tested.</b></p>			

ATLAS	7	Student took alternate assessment	Yes
<p><b>Documentation is required for Reason Not Tested Code 7. Reason Not Tested Code 7 will not be approved without proper documentation.</b></p> <p><b>Required Documentation:</b></p> <ul style="list-style-type: none"> <li>A copy of the DLM full test result for Spring 2026.</li> </ul>			
Assessment Format Code	Reason Not Tested Code	Reason	Excludes from Enrollment
ATLAS	8	Enrolled in a Home-School/Private-School (RES 2, 4, 5, 12, or X1)	Yes
<p><b>Documentation is required for Reason Not Tested Code 8. Reason Not Tested Code 8 will not be approved without proper documentation.</b></p> <p><b>Required Documentation:</b></p> <ul style="list-style-type: none"> <li>eSchool enrollment/withdrawal screenshot with a drop code of 2, 4, 5, 12, or X1 <b>prior</b> to <b>April 13, 2026</b>.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Proof of enrollment at a private school before dated <b>April 13, 2026</b> <b>or</b></li> <li>Notice of Intent (NOI) to homeschool before dated <b>April 13, 2026</b></li> </ul> <p><b>eSchoolPlus Resident Codes:</b></p> <ul style="list-style-type: none"> <li><b>2 - Resident Homeschool Interscholastic</b>, <a href="#">Act 630 of 2023</a> (or <a href="#">SB361</a>) amended <a href="#">A.C.A. § 6-15-509</a>; Students from a Homeschool environment who participate in a sports program at the resident district</li> <li><b>4 - Resident Home/Private Academic</b>, <a href="#">Act 173 of 2017</a> (or <a href="#">HB1208</a>) amended <a href="#">A.C.A. § 6-18-232</a> ; Students from a homeschool or private school environment who are enrolled in one or more academic courses at the district.</li> <li><b>5 - Resident Home/Private School Student in Virtual Environment</b>, <a href="#">COM-19-021 of 2018-2019</a>.</li> <li><b>12 - Resident Private Interscholastic</b>, <a href="#">Act 644 of 2025</a> (or <a href="#">SB303</a>) amended <a href="#">A.C.A. § 6-18-238</a> ; Students using this resident code must be scheduled into a non-standard period using course code 999000. The course description can reflect the activity, such as "FFA" or "Beta Club."</li> <li><b>X1 - Home/Private enrolled in 21st Century Program</b> (No ADM)</li> </ul>			
ATLAS	9	Services for Home-School/Private-School (Special Education)	Yes
<p><b>Documentation is required for Reason Not Tested Code 9. Reason Not Tested Code 9 will not be approved without proper documentation.</b></p> <p><b>Required Documentation:</b></p> <ul style="list-style-type: none"> <li>A letter from the public school's special education department stating the services that the student is receiving for the 2025-2026 school year <b>or</b></li> <li>eSchool education placement code screenshot with a code of PP dated <b>prior</b> to <b>April 13, 2026</b></li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Proof of enrollment at a private school dated before <b>April 13, 2026</b> <b>or</b></li> <li>Notice of Intent (NOI) to homeschool dated before <b>April 13, 2026</b></li> </ul>			

ATLAS	10	Youth Challenge/Job Corps/Tuition Agreement	Yes
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**Documentation is required for Reason Not Tested Code 10. Reason Not Tested Code 10 will not be approved without proper documentation.**

**Required Documentation for Youth Challenge/Job Corps:**

- A copy of the Youth Challenge/Job Corps letter stating the enrollment dates.

If the Youth Challenge/Job Corps stay is for **all days of the state testing window**, then the student can be removed from the denominator for expected to test by Reason Not Tested Code 10.

**Required Documentation for Tuition Agreement:**

- A copy of the tuition agreement between the two schools for this 2025-2026 school year.

Assessment Format Code	Reason Not Tested Code	Reason	Excludes from Enrollment
ATLAS	11	Withdrew from EOC Qualifying Course	Yes

**Documentation is required for Reason Not Tested Code 11. Reason Not Tested Code 11 will not be approved without proper documentation.**

**Required Documentation:**

- eSchool screenshot showing the date the student withdrew from EOC Qualifying Course. Date must be before April 13, 2026.

**Menu>Scheduling>student schedules>schedule entry**

Students must withdraw from the course **before** the April 10, 2026 data pull. All students enrolled in an EOC Qualifying Course between April 13 and May 22 are expected to test. Schools need to have any necessary updates to student enrollment and demographics in eSchoolPlus by 4 PM on April 10 and May 15, 2026, to ensure the updates will be included in each data pull. Public school in-state transfers will also be detected by these data pulls.

ATLAS	12	Previously enrolled in an EOC exam eligible course & has a prior HS summative test score for HS	Yes
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**Documentation is required for Reason Not Tested Code 12. Reason Not Tested Code 12 will not be approved without proper documentation.**

**This code only applies if the student has previously taken the EOC qualifying course. Students enrolled in an EOC qualifying course for the first time (or are completing the course for the first time) are expected to take the test.**

**Required Documentation:**

- An Individual Student Report (ISR) of the ATLAS Summative test results for the identified subject(s) from a prior year. Full student Triand transcripts will not be accepted. Screen shots of the assessment section in Triand will not be accepted.
- **For ACT Aspire scores ONLY**, the students Assessment section of their Triand transcript will be accepted due to non-accessibility of the ACT Aspire portal.

Assessment Format Code	Reason Not Tested Code	Reason	Excludes from Enrollment
DLM	1	Expelled/Suspended/Student Refused to Test	No
<p><b>Documentation is not required for Reason Not Tested Code 1 and will not exempt the student from test participation requirements. Documentation must be kept on file at the school for records retention purposes.</b></p> <ul style="list-style-type: none"> <li>No documentation is needed.</li> <li>This Reason Not Tested (RNT) code will count against the 95 percent tested. At least 95 percent of students in each student subgroup are required to test.</li> </ul>			
DLM	2	Medical Waiver (Medical Emergency/Extended Hospitalization) Requires doctor's statement	Yes
<p><b>Documentation is required for Reason Not Tested Code 2. Reason Not Tested Code 2 will not be approved without proper documentation.</b></p> <p>A student is physically unable to take the test.</p> <p><b>Required Documentation: (The letter must include ALL of the elements below for ADE evaluation)</b></p> <ul style="list-style-type: none"> <li>This information must be on a doctor, medical clinic, or hospital letterhead with the attending physician's signature.</li> <li>The letter must address the student's limitations.</li> <li>The documentation should state that the student has a medical condition that exempts them from testing or will be absent due to a medical condition on <b>all days of the state testing window</b> to be removed from the denominator for expected to test by Reason Not Tested Code 2</li> </ul>			
DLM	3	Special Treatment Center (approved residential) Requires doctor's statement	Yes
<p><b>Documentation is required for Reason Not Tested Code 3. Reason Not Tested Code 3 will not be approved without proper documentation.</b></p> <p><b>Required Documentation:</b></p> <ul style="list-style-type: none"> <li>This information is on the treatment facility letterhead with the attending physician's signature.</li> <li>The documentation states that the student will be undergoing residential treatment <b>all days of the state testing window</b> to be removed from the denominator for expected to test by Reason Not Tested Code 3.</li> </ul>			
DLM	4	Incarcerated	Yes
<p><b>Documentation is required for Reason Not Tested Code 4. Reason Not Tested Code 4 will not be approved without proper documentation.</b></p> <p><b>Required Documentation:</b></p> <ul style="list-style-type: none"> <li>Documentation should be an official court report (These can be found on <a href="#">AOC</a>).</li> </ul> <p>If a student is incarcerated <b>all days of the state testing window</b>, then the student can be removed from the denominator for expected to test by Reason Not Tested Code 4. <b><u>This does not include the Division of Youth Services (DYS) or Juvenile Detention Center (JDC).</u></b></p>			

Assessment Format Code	Reason Not Tested Code	Reason	Excludes from Enrollment
DLM	5	Special Corrections	Yes
<p><b>“Special corrections” refers to a process used to correct testing and/or data reporting issues that standard ACE Reason Not Tested (RNT) codes cannot capture.</b></p> <p>Special Corrections may be submitted for consideration for unique student situations. Special Corrections will <b>only be approved on a case by case basis for qualifying needs. Documentation must be uploaded that supports the special correction request. DESE staff will reach out if needed to get additional information before the special correction is processed.</b></p> <ul style="list-style-type: none"> <li>• End of Course (EOC) coding issues</li> <li>• Multiple Student State ID issues</li> <li>• Deceased</li> </ul>			
DLM	6	Withdrew (Transfer/Private School/HomeSchool)	Yes
<p><b>Documentation is required for Reason Not Tested Code 6. Reason Not Tested Code 6 will not be approved without proper documentation.</b></p> <p>Code 6 applies only to students who withdraw or are dropped between <b>April 6 and April 24, 2026.</b></p> <p><b>Required Documentation (Both items required):</b></p> <ol style="list-style-type: none"> <li><b>1) Withdrawal documentation</b> <ul style="list-style-type: none"> <li>• A request for records from the receiving out of state school <b>or</b></li> <li>• Screenshot of the entry withdraw screen from eSchool, <b>or</b></li> <li>• Proof of enrollment at a private school <b>or</b></li> <li>• Notice of Intent (NOI) to homeschool.</li> </ul> </li> <li><b>2) Attendance Verification</b> <ul style="list-style-type: none"> <li>• A screenshot of the student’s attendance record</li> <li>• Must clearly show the last day of full attendance</li> <li>• The attendance record must support the reported withdrawal date</li> </ul> </li> </ol> <p>If a student withdraws <b>during the state testing window</b> and <b>does not participate</b> in the assessment, the student <b>will be included</b> in the denominator for expected to test by Reason Not Tested and will count <i>against</i> the 95% tested.</p>			
DLM	7	Student took ATLAS	Yes
<p><b>Documentation is required for Reason Not Tested Code 7. Reason Not Tested Code 7 will not be approved without proper documentation.</b></p> <p><b>Required Documentation:</b></p> <ul style="list-style-type: none"> <li>• A copy of the ATLAS test result for Spring 2026.</li> </ul>			
DLM	8	Homeschooled for assessed subjects	Yes

**Documentation is required for Reason Not Tested Code 8. Reason Not Tested Code 8 will not be approved without proper documentation.**

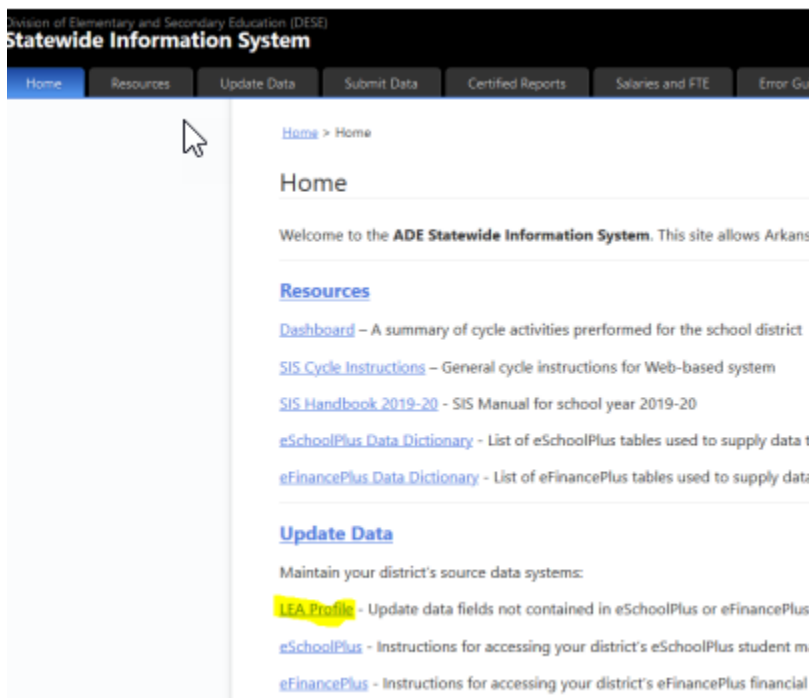
**Required Documentation:**

- A letter from the public school's special education department stating the services that the student is receiving for the **2025-2026 school year**
- AND**
- Notice of Intent (NOI) to homeschool dated **before April 13, 2026**.

## Appendix B - Instructions on Updating SIS Contact Persons

To update or enter contact persons in ADE Statewide Information System (SIS), first log into SIS at <https://sis.ade.arkansas.gov/>

Once logged in, you will find a link to LEA Profile in the Update Data section of the Home page.



**Click** this link, then **click** the Contact Person link on the Update LEA Profile page. This link is available in all cycles.

[Home](#) > [Update Data](#) > LEA Profile

## Update LEA Profile

Please select a Cycle Cycle 8 ▾

[Contact Person](#)

Delete All Records

[District](#)

[Finance Bank Reconciliation](#)

Delete All Records

The page displaying the Contact Person records will open.

### Updating a Person

To update the record of a person who is already in the displayed records, find the record and click the Edit link to the right of the record line on the page. Search boxes are provided at the top of the grid to allow you to search for records by LEA, Coordinator Code and Last Name. Enter values you wish to search on and hit the Enter key.

Contact Person

LEA	Coord Code	Description	First Name	Last Name	Email	
<input type="text"/>	<input type="text"/>			<input type="text"/>		
0201096	V	Family Engagement Facilitator	Nick	Adams	nick.adams@crossettschools.org	<a href="#">Edit</a> <a href="#">Delete</a>

After the Edit link is clicked, the edit form will be displayed with the current information.

Contact Person

+ Add new record

LEA

Last updated 9/11/2017 9:14:46 AM

02010 LEA (For codes T, P, V and 7 enter school-level LEA. For all others enter District LEA.)

02010 0201006

02010 Coordinator Code V - Family Engagement Facilitator

02010 State Id

02010 Prefix

02010 First Name

02010 Middle Name

02010 Last Name

02010 Suffix

Address

City

State

Zip

Zip4

Job Qualifications

Work Number Ext

Fax Number

Mobile Number

Email

Save Cancel

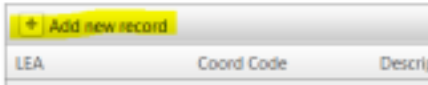
Make the necessary changes, and click the Save button. The Contact Person record grid will be refreshed to display the updated record with changes.

## Adding a New Contact Person

To add a new contact person, click the Add new record button at the top of the grid.

[Home](#) > [Update Data](#) > [LEA Profile](#) > [Contact Person](#)

### Contact Person



The edit form will appear with blank areas in which to enter information.

### Contact Person

The screenshot shows a detailed edit form for a Contact Person. It includes the following fields:
 

- Last updated
- LEA (with instructions: (For codes 'K', 'P', 'V' and 7 enter school-level LEA. For all others enter District LEA.))
- Coordinator Code
- State id
- Prefix
- First Name
- Middle Name
- Last Name
- Suffix
- Address
- City
- State
- Zip
- Zip4
- Job Qualifications
- Work Number (with separate boxes for area code, number, and extension)
- Fax Number
- Mobile Number (with separate boxes for area code, number, and extension)
- Email

 At the bottom of the form are 'Save' and 'Cancel' buttons.

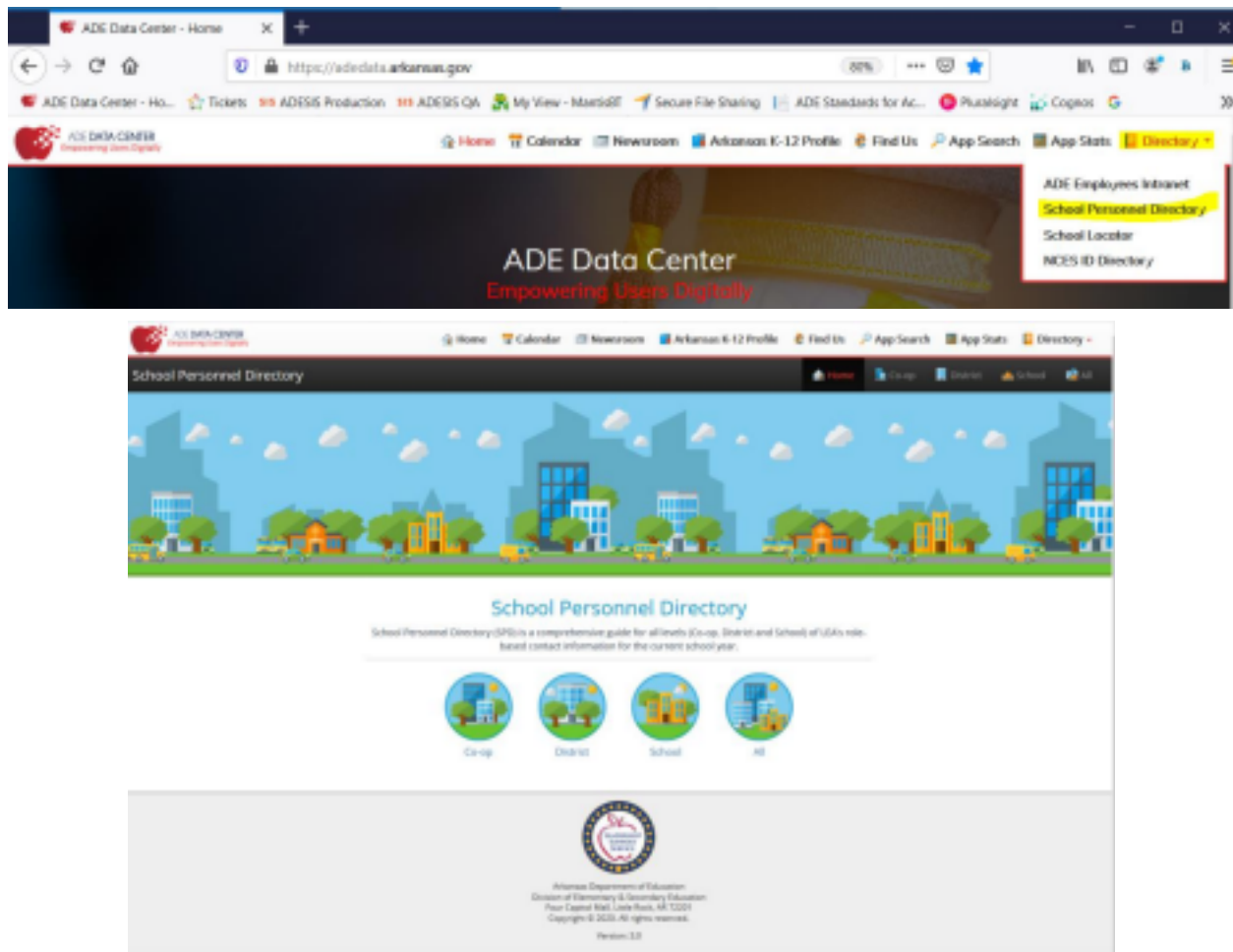
Fill in the blanks with necessary information and click the Save button. The Contact Person record grid will be refreshed to display the new contact record.

### Contact Person

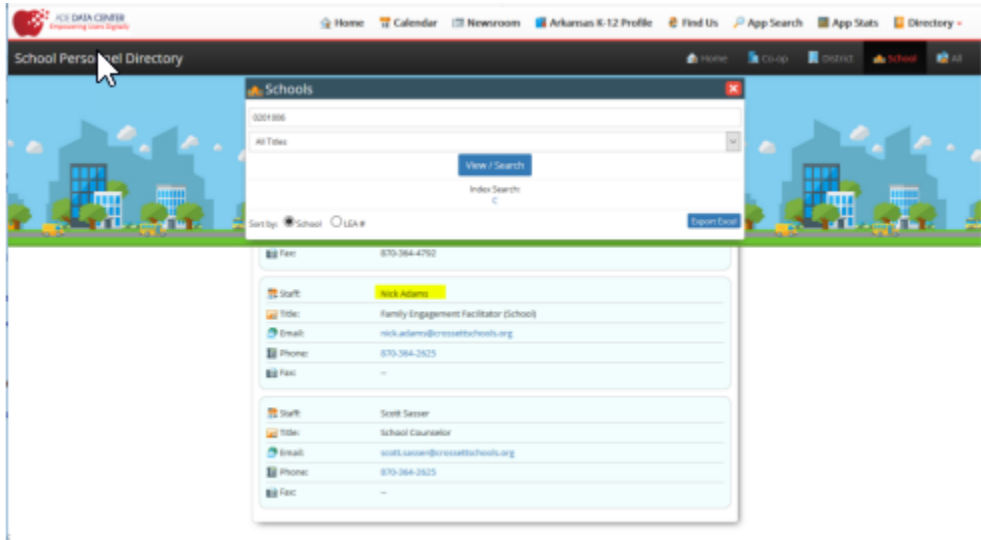
+ Add new record					
LEA	Coord Code	Description	First Name	Last Name	Email
<input type="text"/>	<input type="text"/>			<input type="text"/>	
0201006	V	Family Engagement Facilitator	Nick	Adams	nickadams@crosssettschools.org
0201006	K	Techstart Coord	Anthony	Boykin	anthony.boykin@crosssettschools.org
0201006	P	Principal or School Admin	Anthony	Boykin	anthony.boykin@crosssettschools.org
0201000	C	Test Coord	New	Contact	email@emailserver.com
		Triand Primary			

### School Personnel Directory

On the home page for the ADE Data Center <https://adedata.arkansas.gov> is a link to Directory in the upper right corner. Clicking it opens a drop down list on which appears a link to the School Personnel Directory.



Contact persons who are entered into the LEA Profile section of the SIS web site will appear in the lists of people displayed on this page.



School Personnel Coordinators access to ACE:

- Superintendent (Coordinator Code = 'U')
- Assistant Superintendent (Coordinator Code = 'X')
- Data Steward (Coordinator Code = 'DS')
- Test Coordinator (Coordinator Code = 'C')

For more information see : [Instructions on Updating SIS Contact Persons 190123.pdf](#)

## Support

For questions, please contact Alex Pritchett at [alex.pritchett@ade.arkansas.gov](mailto:alex.pritchett@ade.arkansas.gov) or (501) 682-5161.

**For questions about the policies contact:**

Arkansas Department of Education  
Division of Elementary and Secondary Education  
Office of Student Assessment  
4 Capitol Mall  
Mail Slot 33  
Little Rock, AR 72201  
501-682-4558

