The goal of the Assessment Report Clarification process is to ensure clear communication about your assessment and accuracy of the reports. The participant will use this form to identify questions or comments that are not resolved through review of the All About Books, and clarifications on the ERS website or CLASS manuals. Use one form per classroom and assessment (e.g., one form for ECERS in Classroom A and a separate form for CLASS in Classroom A).

Submit this completed form to the Assessment Program Manager by email, fax, or mail:

Email: KRomero@SWHD.org

Fax: (602) 633-8662

Southwest Human Development

Attn: Assessment Program Manager

2850 N. 24th St.

Phoenix, AZ 85008

The Assessment Report Clarification Request must be submitted within ***40 calendar days of the assessment results being approved.*** A response will be provided within 14 calendar days of receipt of the request, as possible. Please send requests via Word document to allow for a timely response. PDF, mailed, faxed, or scanned documents may require additional processing time. If the clarification warrants a change in scores, this will be noted in the extranet and your program assessment report will be updated. Any video/audio recordings or photographs will not be considered in the assessment clarification process. The assessment is conducted using live, on-site observations to capture the entire context of the classroom learning environment and interactions.

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| Item/Indicator | Participant Comments/Questions | Assessor Response |
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