

College & Career Ready Documentation

- **College Ready:**
 - **Transition Attainment Record: Alternate Assessment and Accountability Folder (AAAF)**
- **Career Ready:**
 - **Employability Skills Attainment Record: Career Ready Alternate Assessment Folder (CRAAF)**
 - **Career Work Experience Certification: CRAAF**

The Alternate Assessment and Accountability Folder, also referred to as the AAAF, has been a requirement of the Alternate Assessment Program for several years.

The AAAF contains the following information: Student Information
Teacher Code of Ethics
Teacher Certificates
Work Samples
Attainment Task Scores and Additional Supports (if needed)
Transition Attainment Record (TAR) Information.

The AAAF also serves monitoring purposes at both a district and state level.

The project developed documentation needed related to the new measures for Career Ready, the ESAR and the CWEC; the Career Ready Alternate Assessment Folder (CRAAF). The folder mirrors information maintained for the Alternate Assessment Attainment Folder (AAAF). We used the AAAF as a basis because teachers have prior knowledge of this type of information. The format has similarities.

Career Ready Alternate Assessment Folder (CRAAF)

Draft CRAAF Components:

1. Student Information Page
2. Code of Ethics-Confidentiality Agreement
3. Quiz of Certification (specific to standards)
4. Employability Skills Attainment Record
5. Career Work Experience Certification

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The CRAAF will be used to document the results for the ESAR. The CRAAF will also be used to document the completion of the Career Work Experience Certification process.

The CRAAF will be a separate folder from the AAAF because the Career Ready point will be awarded by KDE's Office of Career and Technical Education. The office will audit CRAAFs when on monitoring or review visits for CTE programs.

Draft CRAAF Components:

1. Student Information Page
2. Code of Ethics-Confidentiality Agreement
3. Quiz of Certification (specific to standards)
4. Employability Skills Attainment Record
5. Career Work Experience Certification

CRAAF: 4. Employability Skills Attainment Record

Section 1: Completed ESAR and Evidence Grade 11 (early administration)

- Anecdotal Notes (supporting notes regarding specific student information on ESAR)
- Documentation concerning meeting to complete the record (i.e., who, where, and when).

Section 2: Completed ESAR and Evidence from Grade 12

- Anecdotal Notes (supporting notes regarding specific student information on ESAR)
- Documentation concerning meeting to complete the record (i.e., who, where, and when).

Section 3-4-5: Completed ESAR and Evidence from Grade 14

(Continue until Exit Year if benchmarks are not met)

- Anecdotal Notes (supporting notes regarding specific student information on ESAR)
- Documentation concerning meeting to complete the record (i.e., who, where, and when).

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The CRAAF will include the following sections:

Section 1:

If the ESAR is administered early at Grade 11, the folder section begins that year.

If not the ESAR documentation begins at Grade 12. (Section 2)

If the student exits with a graduation code at the completion of Grade 12, the documentation in the folder stops there.

Section 3-4-5

If the student does not meet benchmarks in Grades 11 (if eligible for early administration) or 12, and continues receiving services as a Grade 14 student, they will continue to be assessed annually on the ESAR. The folder will include a section for each year the student remains in Grade 14.

CRAAF: 5. Career Work Experience Certification

- **Grade 9**
 - Multiple year course of study, including the courses leading to the CWEC
 - Copy of Transition Page of Student's IEP
 - Anecdotal Notes
- **Grade 10 – same components as above**
- **Grade 11 – same components as above**
- **Grade 12 - same components as above. For students exiting with a Graduation Code, the Summary of Performance, including specific student information related to attainment of the CWEC, may serve as the anecdotal notes.**
- **Grade 14 – same components as Grade 12**

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Component 5 of the CRAAF pertains to the Career Work Experience Certification

For each school year, beginning at Grade 9, the grade level section would contain:

- **Multi-year course of study, including the courses leading to the Career Work Experience Certification**
- **Copy of Transition Page of Student's IEP**
- **Anecdotal Notes (supporting notes regarding specific student information related to attainment of the CWEC)**

Note: The Summary of Performance can be used as anecdotal notes the year the student exits with a graduation code.

CRAAF Folder Systems

- Expanding folders with individually labeled file folders
- Notebook with section tabs