



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Indiana Dyslexia Assessments Program Approval Process: 2024-2025

[Indiana Code \(IC\) 20-35.5](#) requires Indiana schools to conduct universal screening of students in kindergarten through grade two for learning characteristics related to dyslexia. In response to universal screening, students identified as “at risk” (or “at some risk”) for dyslexia must participate in additional diagnostic measures. The diagnostic measures indicate if there is a pattern of learning strengths/weakness and support intervention. Schools may elect to provide these services to students in grade three and beyond. Universal screeners and diagnostic assessments must be approved by the Indiana Department of Education (IDOE). IDOE partners with a committee of Indiana educators to review screeners and ensure that they meet legislative requirements as well as minimum requirements for technical validity prior to approval.

Approved programs must meet the requirements defined within the *Indiana Dyslexia Assessments Evaluation Protocol*. This process document defines the steps vendors may take to seek approval for assessments under this program. Table 1 provides an overview of tasks and deadlines. Additional details for completing each task follow.

Any assessment program approved for the 2023-2024 school year may be automatically approved for the 2024-2025 school year so long as the assessment program vendor submits assurances to IDOE that there were no significant updates to test design that would impact validity, reliability, or interpretation of results. Previously approved vendors must submit an assurance memo stating that no significant updates have been made for the 2024-2025 school year. The memo must be submitted through the online [Dyslexia Assessment Vendor Submission Form](#). The submission form must be submitted by **Friday, January 5, 2024**.

- If the assessment underwent significant updates, the assessment program vendor must complete the entire approval process.
- If the assessment program was approved as a universal screener for the 2023-2024 school year and wishes to be added as a diagnostic assessment for the 2024-2025 school year, the assessment program vendor must complete the entire approval process for the diagnostic assessment only. In this case, assurances for the screener portion should be submitted to IDOE through the [Dyslexia Assessment Vendor Registration Form](#).

Table 1: Overview of Process Tasks and Deadlines

Date	Task Due
Monday, November 6	Final date to submit a letter of intent via the online Dyslexia Assessment Vendor Registration Form .
January 5, 2024	Final date to submit the completed request for approval with accompanying documentation via the online Dyslexia Assessment Vendor Submission Form .
January 15 - February 9, 2024	Indiana Dyslexia Assessment Committee reviews submitted requests.



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February 26, 2024	Vendors receive feedback.
March 15, 2024	Final date for vendors to submit appeals and/or additional documentation in response to committee feedback via the online Dyslexia Assessment Vendor Submission Form .
May 17, 2024*	IDOE announces final assessment program approvals to vendors and schools.

**This date is dependent upon internal IDOE approvals and may be subject to change.*

Vendors should use the following process to apply for approval as either a universal screener and/or a diagnostic assessment for dyslexia for the 2024-2025 school year.

1. Requestor submits a letter of intent via [Dyslexia Assessment Vendor Registration Form](#) to participate by **Monday, November 6, 2023**.
 - The online registration form will include the vendor name, any assessment program names intended for submission, acknowledgement of the published process, and agreement to follow the published process.
2. Requestor reviews the *Indiana Dyslexia Assessments Evaluation Protocol* found on IDOE's [Dyslexia webpage](#).
3. Requestor compiles evidence addressing all criteria.
4. Requestor submits information **by Friday, January 5, 2024** via the [Dyslexia Assessment Vendor Submission Form](#). The form will require:
 - Assessment program name and assessment program vendor (i.e., company name).
 - Contact information for a company representative. This representative will be contacted (1) in the event IDOE has questions regarding the submission and (2) with evaluation results. More than one contact may be submitted, if desired.
 - Documentation addressing each criterion in the rubric (per process step 3).
 - Assessment programs are considered individually. If a requestor wishes to apply for the approval of more than one assessment program, the requestor must submit a separate request for each assessment program.
 - Portions of documentation that the requestor wishes to remain confidential should be clearly labeled.
 - Previously approved vendors must submit a memo including assurances that no significant updates have been made for the 2024-2025 school year. The memo must be submitted through the [Dyslexia Assessment Vendor Submission Form](#). If substantive changes were applied, the assessment is considered a “new” assessment, and all documentation must be provided.
 - Once the form is submitted, an automatic email confirmation will be sent to verify its receipt. Contact IDOE's [Office of Student Assessment](#) if confirmation is not received.



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5. IDOE moves documentation to committee review.
6. The Indiana Dyslexia Assessment Approval Committee reviews the submitted documentation against the *Indiana Dyslexia Assessments Evaluation Protocol*. The committee determines whether or not the assessment is approved based on the evidence provided.
 - If clarifications are needed, IDOE will request clarification from the requestor.
7. IDOE sends the final approval determination and any additional feedback to the requestor's provided contact(s) via email.
8. **Appeal Process:** Vendors have until March 15, 2024 to appeal with responses and added documentation (if necessary) to the committee's feedback. Appeal responses and documentation are filed via submission of a new [Dyslexia Assessment Vendor Submission Form](#). Reference step 4 above. Select the *Appeal* box to indicate an appeal submission.
9. IDOE publishes the list of final approved assessment programs for Indiana schools via IDOE's [Dyslexia webpage](#).

Contact IDOE's [Office of Student Assessment](#) with questions.