

Guide for Families Using Assessments to Meet UFA Achievement Requirements

Overview

This guide provides step-by-step instructions for families participating in the Utah Fits All (UFA) program who have chosen assessments as their method of achievement demonstration and want the assessment to be administered by their local school district.

Steps to Complete the Assessment Requirement

1. Contact the Assessment Director

- Reach out to your local school district office.
- Request to be directed to the Assessment Director for further assistance.

2. Inform the Assessment Director

- Not all Assessment Directors are familiar with the Utah Fits All program. If you communicate that your child is participating as a homeschool or private school student, they will follow their standard procedures.
- Be prepared to explain your need for assessment accommodations under [Board Rule 277-604](#), which outlines procedures for testing non-enrolled students.

3. Understand Available Assessments

- Review [this document](#) listing all assessments administered in Utah schools.
- Note the assessment timeline, but remember that specific test dates vary by school.

4. Obtain Testing Dates and Locations

- Contact your local school district's office and ask for the Assessment Director.
- The Assessment Director will let you know when and where each test is being administered.
- Schedule your child's assessment directly with the school.

5. Provide Documentation

Families can submit assessment documentation by uploading the test results to the ACE Access platform.

All documentation must include:

- Student's name
- Name of the assessment
- Date the assessment was administered

6. Provide Student Information

- Schools may require basic student information for test administration.
- Providing this information does not affect your child's UFA scholarship eligibility.

7. Be Aware of Potential Fees

- Schools may charge fees for test administration.
- UFA scholarship funds can be used for:
 - National norm-referenced or standardized assessments
 - Advanced Placement exams or similar assessments
 - State-recognized industry certification exams
 - College or university admission exams
- Submit documentation for reimbursement as needed.

8. Frequency of Assessments

- Many assessments are available multiple times throughout the school year.
- Students are only required to complete **one** assessment to fulfill achievement requirements.

Note: An assessment is not required for UFA students. A portfolio may be submitted to meet the achievement selection requirement.