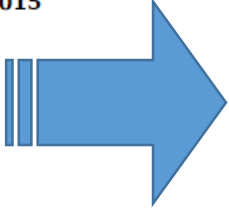# How to Indicate CIA Cut Score (fka Retro-Basic) on a HS Assessment:

If an IEP team has determined and documented the CIA Cut Score (Basic/L2) as the appropriate assessment option for a student, administrators may request a Retro-Basic for the student if applicable. This is only available for high school students retroactively, and can be updated in the CAA/CIA database by following the steps below:

1. Log into EDS, click on "view my applications".
2. Select "CAA/CIA Database"
3. Select your school/district from the Organization dropdown
4. Click on the "Retro CIA Cut Score" tab at the top of the page
5. Enter the student's SSID in the Search Criteria
6. Find the row with the test you would like to mark Basic and click the "edit" button to the right.
7. Change the Test Type in the drop down:
   a. From [TEST] to [TESTB]
      OR
   b. From [SBA] to [SBA Basic]

Example:

8. Click the "Save" button.