A&A CHECKLIST
2017-18 SCHOOL YEAR

THIS DOCUMENT PROVIDES:

- Assessment testing windows for the 2017-18 school year.

- Key events and district responsibilities related to the ordering, handling, administration, and reporting of Oregon Statewide Assessment results.

- Data collection windows, related to school and district accountability reports for the 2017-18 school year.

- Key events and district responsibilities related to student and staff level data collections used in school and district report cards, and assessment group reports.

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If you identify inaccuracies in this document,
or have suggestions for improvement, please contact:

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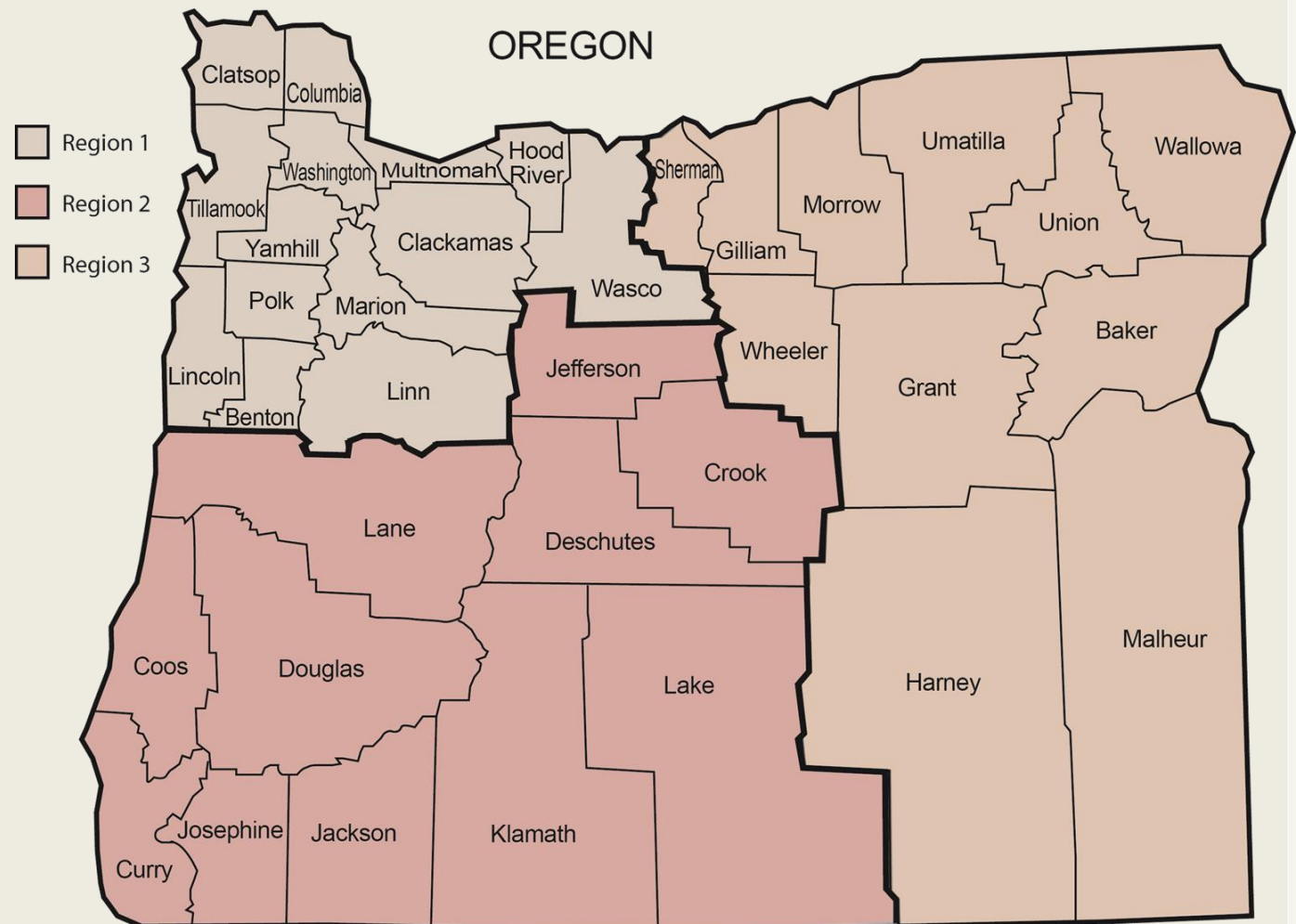karen.brown@imesd.k12.or.us

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DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 2017			
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 6 @ 2 PM	TRAINING	WEBINAR: Training for Class Size Validation 2016-17 & Class Roster Audits	*DATA SUBMITTER* − Video Training related to this collection is available on the Video Training 2016-2017 webpage: https://district.ode.state.or.us/search/page/?id=257
JULY 6 – 14	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review window for: − Class Roster 2016-17	*DATA SUBMITTER* − The collection will be open during this period to allow districts to verify and correct their data submission. − After July 14, access to Class Roster data submissions will be by extension request only.
JULY 6 – AUGUST 11	REPORT VALIDATION	Report Validation Window for: − Freshman On-Track 2016-17	*DATA SUBMITTER* − Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx − Video Training related to this collection is available on the Video Training 2016-2017 webpage.
JULY 6 – SEPTEMBER 15	REPORT VALIDATION	Report Validation Window for: − Class Size 2016-17	*DATA SUBMITTER* − Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. − Video Training related to collections and validations is available on the Video Training 2016-2017 webpage.
JULY 10 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: − Discipline Incidents 2016-17	Contact: Elliot Field (503) 947-5797
JULY 10 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: − Annual Cumulative ADM 2016-17 (7/1 – 6/30)	Contact: Elyse Bean (503) 947-5831
JULY 14	DATA COLLECTION	Data Collection Audit Review Window Closes for: − Class Roster 2016-17	Contact: Beth Blumenstein (503) 947-5767

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 20 – 28	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: − Annual Cumulative ADM 2016-17 (covering the period from July 1, 2016 to June 30, 2017)	*DATA SUBMITTER* − The collection will be open during this period to allow districts to verify and correct their data submission. (Collection will be reopened for all districts to review the Audits list July 20-28. After July 28, full collection available for editing by request only.)
JULY 20 – OCTOBER 4	REPORT VALIDATION	Report Validation Window for: − Preliminary School & District Report Card Rating Detail Report PDFs	Video Training related to collections and validations is available on the Video Training 2016-2017 webpage.
JULY 21 – 23	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, July 21 until 7 p.m. PT on Sunday, July 23.
JULY 26 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Training for Report Card Summary	To participate in the webinar, go to the Video Training 2016-2017 webpage.
JULY 27 – OCTOBER 4	REPORT VALIDATION	Report Validation Window for: − Preliminary School & District Report Card Summary PDFs	Video Training related to collections and validations is available on the Video Training 2016-2017 webpage.
JULY 28 @ 11:59 PM	DATA COLLECTION AUDIT REVIEW	District Data Collection Audit Review Window closes for: − Annual Cumulative ADM 2016-17	*DATA SUBMITTER* − The collection will be closed to Audit reviews. (After July 28, full collection available for editing by request only.)
AUGUST 2017			
AUGUST 1 – 4	TEST ADMINISTRATION	Delivery Window 1 for 2017-18 Kindergarten Assessment Booklets	*DISTRICT TEST COORDINATOR* − Receive and inventory all test materials. If order quantities are incorrect, contact your Regional ESD Partner.
AUGUST 3 – OCTOBER 3	TEST ORDERING & REPORTING	ELPA21 Braille Order Window	*DISTRICT TEST COORDINATOR* − ELPA21 Braille must be ordered during this order window.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 8 – OCTOBER 19	TEST ADMINISTRATION	2017-18 Kindergarten Assessment Testing Window: – Early Literacy – Early Mathematics – Approaches to Learning	***DISTRICT TEST COORDINATOR*** – The Kindergarten Assessment is a required assessment for all students entering kindergarten and will be administered to students one-on-one, with the test administrator recording the student's responses. – Given the heightened level of required interaction between the student and the test administrator, test administrators must be especially vigilant to avoid coaching students to protect the validity of the assessment results. – For more information, see Section 10 – Administering the Kindergarten Assessment of the 2017-18 Test Administration Manual.
AUGUST 9 @ 5 PM	ACCOUNTABILITY REPORTS	School and District Report Card Appeals due to ODE	***SUPERINTENDENT*** – Request appeal of Report Card data if appropriate. Appeal form is available on the Report Card Policy webpage: http://www.oregon.gov/ode/schools-and-districts/reportcards/reportcards/Pages/Report-Card-Policy.aspx.
AUGUST 10	TRAINING	Last day to make arrangements for DTC Kindergarten Assessment make-up training	***DISTRICT TEST COORDINATOR*** – Last day to contact your Regional ESD Partner to make arrangements for a Kindergarten Assessment make-up training if you are unable to participate in the May 24, 2017 or August 15, 2017 trainings. – ODE-provided Kindergarten Assessment Trainings are a required component of Annual DTC Training for districts supporting Kindergarten programs.
AUGUST 10 – 18	REPORT VALIDATION	Report Validation Window for: – Secure Test Results for 2016-17 (to be released to the public and press release on September 14, 2017)	***DISTRICT TEST COORDINATOR*** If the district has made changes to assessment test records after July 28: – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. – Review virtual records in Student Centered Staging for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply administration codes for students not enrolled during test window, home schooled students, etc.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 10 – SEPTEMBER 22	REPORT VALIDATION	Report Validation Window on ODE district secure website for: – Unsafe Schools (based on Discipline Incidents Collection) – Expulsions & Suspensions (based on Discipline Incidents Collection)	*DATA SUBMITTER* – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. – Use the Ask a Question button on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Video Training related to this collection is available on the Video Training 2016-2017 webpage.

AUGUST 10 – OCTOBER 30	DATA COLLECTION	Data Entry Window for:
		– 2017-18 Kindergarten Assessment
		   – Early Literacy
		   – Early Mathematics
		   – Approaches to Learning
			DATA SUBMITTER
			– Ensure that all kindergarten students who are enrolled in public school have the opportunity to take the Kindergarten Assessment.
			– Submit data for all applicable students.
			– Video Training related to these collections is available on the Video Training 2017-2018 webpage: https://district.ode.state.or.us/search/page/?id=267.

AUGUST 11	TRAINING	Last day to register for August 15, 2017 DTC Kindergarten Assessment training webinar	*DISTRICT TEST COORDINATOR* – Last day to register for the Kindergarten Assessment August 15, 2017 training. – ODE-provided Kindergarten Assessment Trainings are a required component of Annual DTC Training for districts supporting Kindergarten programs.
AUGUST 11 @ 5 PM	REPORT VALIDATION	Report Validation Window closes for: – Freshman On-Track 2016-17	*DATA SUBMITTER* – Video Training related to this collection is available on the Video Training 2016-2017 webpage.
AUGUST 14 – SEPTEMBER 21	TEST ADMINISTRATION	Bulk Registration window for PSAT/NMSQT®	*DISTRICT TEST COORDINATOR* – Optional Bulk registration option, new this year. See the Bulk Registration FAQ for more information

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 15 **9 – 10 AM**	TRAINING	WEBINAR: ODE-provided Kindergarten Assessment Training (Required Component of Annual DTC Training for districts supporting Kindergarten programs)	***DISTRICT TEST COORDINATOR*** — Kindergarten Assessment training is required for District Test Coordinators and anyone who will administer Oregon's Kindergarten Assessment in 2017-18. — Prior to this training, DTCs must independently review the 2017-18 ODE-provided recorded training modules posted on the Kindergarten Assessment webpage: http://www.oregon.gov/ode/educator-resources/assessment/Pages/Kindergarten-Assessment.aspx. — The purpose of this training is to check for comprehension of the Kindergarten Assessment administration and security requirements and to provide an opportunity for DTCs to ask questions and seek clarifications.
AUGUST 16	TEST ADMINISTRATION	Deadline for schools to order tests using the pre-administration option for PSAT/NMSQT®	***DISTRICT TEST COORDINATOR*** — Participating schools receive answer sheets and supervisor's manuals by September 13. — For PSAT/NMSQT® resources and deadlines, go to the PSAT webpage.
AUGUST 17 – SEPTEMBER 18	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window for: — Discipline Incidents 2016-17	Contact: Elliot Field (503) 947-5797
AUGUST 18 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: — Not Chronically Absent — Student Enrollment — Student Mobility	***DATA SUBMITTER*** — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. — Contact your Regional ESD Partner or Elyse Bean if a collection needs to be opened in order to correct a prior data submission. — No changes to Third Period Cumulative ADM will be allowed after August 18 at 5 PM.
AUGUST 18 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window Closes for: — English Language Arts Student Performance — Mathematics Student Performance — Science Student Performance	***DISTRICT TEST COORDINATOR*** — Validation windows for ALL SUBJECTS close at 5 PM.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 18 @ 5 PM	DATA COLLECTION	Last date for changes to be included in Final Report Cards and Final Test Results: – 2016-17 Assessment test records – Third Period Cumulative ADM 2016-17	
AUGUST 18 @ 5 PM – AUGUST 21	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports closed for final processing	*DISTRICT TEST COORDINATOR* – All 2016-17 assessment records will be unavailable for download or editing. – 2016-17 Student Reports will also be unavailable during this time. – All 2016-17 assessment records will remain READ-ONLY after August 18.
AUGUST 18 – 20	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* – TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, August 18 until 7 p.m. PT on Sunday, August 20.
AUGUST 22 @ 2 PM	TRAINING	**WEBINAR: Training for Kindergarten Assessment Collections 2017-18**	*DATA SUBMITTER* – **ODE-provided Kindergarten Assessment Data Collection Training is strongly recommended for all districts supporting Kindergarten programs.** – **To participate in the webinar, go to the <u>Video Training 2017-2018</u> webpage.**
AUGUST 22 BY 9 AM	INFORMATIONAL	Student Centered Staging, Secure Assessment Reports reopen (All subjects read-only for 2016-17)	
AUGUST 22	TEST ADMINISTRATION	Deadline for receipt of completed SSD accommodations requests for PSAT/NMSQT®	*DISTRICT TEST COORDINATOR* – For PSAT/NMSQT® resources and deadlines, go to the <u>PSAT webpage</u>.
AUGUST 22 – 25	TEST ADMINISTRATION	Delivery Window 2 for 2017-18 Kindergarten Assessment Booklets	*DISTRICT TEST COORDINATOR* – Receive and inventory all test materials. If order quantities are incorrect, contact your <u>Regional ESD Partner</u>.
AUGUST 24 – SEPTEMBER 1	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window for: – Freshman On-Track 2016-17	*DATA SUBMITTER* – The collection will be open during this period to allow districts to submit students who became on-track due to earning credits over the summer.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 2017			
SEPTEMBER 1	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window Closes for: – Freshman On-Track 2016-17	Contact: Isabella Jacoby (503) 947-5878
SEPTEMBER 1	TEST ADMINISTRATION	Last date to reduce test orders for PSAT/NMSQT®	*DISTRICT TEST COORDINATOR* – For PSAT/NMSQT® resources and deadlines, go to the PSAT webpage.
SEPTEMBER 4	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
SEPTEMBER 7	DATA REPORTING	2016-17 Kindergarten Assessment Results Look-Back Report available on ODE public website	*SUPERINTENDENT* – Prepare local press release, if necessary.
SEPTEMBER 14	DATA REPORTING	REMINDER: 2016-17 Test Results available on ODE public website	*SUPERINTENDENT* – Prepare local press release, if necessary.
SEPTEMBER 15	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2017-18 school year	Contact: Elyse Bean (503) 947-5831
SEPTEMBER 15	DATA COLLECTION	Collection Window Closes for: – IUID (Instructional Unit Identifier) Collection 2016-17	*DATA SUBMITTER* – Video Training related to this collection is available on the Video Training 2016-2017 webpage.
SEPTEMBER 15	REPORT VALIDATION	Report Validation Window Closes for: – Class Size 2016-17	*DATA SUBMITTER* – Video Training related to collections and validations is available on the Video Training 2016-2017 webpage.
SEPTEMBER 15 – 17	TEST ADMINISTRATION	OAKS Online Test Delivery System (TDS) (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* – TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, September 15 until 7 p.m. PT on Sunday, September 17.
SEPTEMBER 18	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window Closes for: – Discipline Incidents 2016-17	Contact: Elliot Field (503) 947-5797
SEPTEMBER 21 @ 2 PM	DATA COLLECTION	WEBINAR: Training for First Period Cumulative ADM Collection 2017-18	*DATA SUBMITTER* – To participate in the webinar, go to the Video Training 2017-2018 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 21	TEST ADMINISTRATION	Deadline for Bulk Registration for PSAT/NMSQT®	***DISTRICT TEST COORDINATOR*** – Optional Bulk registration option, new this year. See the Bulk Registration FAQ for more information
SEPTEMBER 22	DATA COLLECTION	Deadline for NAEP coordinators of selected schools to register for the MyNAEP website and, if needed, to submit test date change requests (https://www.mynaep.com)	***DISTRICT TEST COORDINATOR*** – Remind NAEP coordinators of selected schools to register for the MyNAEP website and, if needed, to submit test date change requests.
SEPTEMBER 22 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: – Unsafe Schools (based on Discipline Incidents Collection) – Expulsions & Suspensions (based on Discipline Incidents Collection)	***DATA SUBMITTER*** – Video Training related to this collection is available on the Video Training 2016-2017 webpage.
SEPTEMBER 22 @ 6 PM	TEST ADMINISTRATION	Deadline to increase PSAT/NMSQT® tests book orders and to order non-standard test formats for SSD on the College Board School Ordering Services webpage at www.collegeboard.org/school	***DISTRICT TEST COORDINATOR*** – For PSAT/NMSQT® resources and deadlines, go to the PSAT webpage.
SEPTEMBER 22 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: – Report Card Narrative (Supplemental)	***DATA SUBMITTER*** – Video Training related to this collection is available on the Video Training 2016-2017 webpage.
SEPTEMBER 27 @ 8:30 AM	TRAINING	WEBINAR: Training for Fall ESEA Title III: English Learners Collection 2017-18	Contact: Kim Miller (503) 947-5712
SEPTEMBER 28 @ 3 PM	TRAINING	WEBINAR: Training for Kindergarten Assessment Collections 2017-18	***DATA SUBMITTER*** – ODE-provided Kindergarten Assessment Data Collection Training is strongly recommended for all districts supporting Kindergarten programs. – To participate in the webinar, go to the Video Training 2017-2018 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 28 – OCTOBER 30	DATA COLLECTION	Collection Window for: − First Period Cumulative ADM for 2017-18 (7/1 – 10/2)	***DATA SUBMITTER*** − Review business rules and instructions prior to submission on the ADM Resources webpage: https://district.ode.state.or.us/search/page/?id=156 − Submit collection with common fields and collection-specific fields accurately filled for all applicable students. − Correct any error records after file is processed. − Review collection summary report to verify data was submitted correctly. − When data are complete and accurate, click *verify* under Status Tracking. − Save a production download for your records. − Video Training related to this collection is available on the Video Training 2017-2018 webpage.
SEPTEMBER 28 – NOVEMBER 2	DATA COLLECTION	Collection Window for: − ESSA Title III: Recent Arrivers 2017-18	Contact: Kim Miller (503) 947-5712
OCTOBER 2017			
OCTOBER 2 – NOVEMBER 3	TRAINING	2017-18 Test Administration and Security Training modules posted to ODE website	***DISTRICT TEST COORDINATOR*** − DTCs must watch all of the ODE-provided training modules prior to completing the training survey and attending the ODE-facilitated Webinar Session in accordance with Section 1.5: Training Requirements of the 2017-18 Test Administration Manual. − The 2017-18 ODE-provided recorded training modules will be available on the Assessment Training Materials webpage as of October 2, 2017: http://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Training-Materials.aspx
OCTOBER 3	TEST ORDERING & REPORTING	REMINDER: Last Day of ELPA21 Braille Order Window	***DISTRICT TEST COORDINATOR*** − ELPA21 Braille must be ordered during this order window.
OCTOBER 4	REPORT VALIDATION	Report Validation Window Closes for: − Preliminary School & District Report Card Summary and Rating Detail Report PDFs	***DATA SUBMITTER*** − Video Training related to collections and validations is available on the Video Training 2016-2017 webpage.
OCTOBER 5	ACCOUNTABILITY REPORTS	Final 2016-17 School & District Report Cards and Report Card Rating Detail Reports available for preview on district secure website	***SUPERINTENDENT*** − Prepare local press release, if necessary.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 5 @ 2 PM	DATA COLLECTION	WEBINAR: Training for IUID (Instructional Unit Identifier) Collection 2017-18	*DATA SUBMITTER* − To participate in the webinar, go to the Video Training 2017-2018 webpage.
OCTOBER 5	TEST ORDERING & REPORTING	Kindergarten Assessment Braille Orders Deadline	*DISTRICT TEST COORDINATOR* − Last day to order a Kindergarten Assessment Braille form
OCTOBER TBA	ACCOUNTABILITY REPORTING	WEBINAR: Release of School and District Report Cards	*SUPERINTENDENT, PRINCIPALS, DATA SUBMITTERS* − Webinar to provide school district staff with a preview of Oregon's school and district report cards
OCTOBER 11 - OR - OCTOBER 14 - OR – OCTOBER 25	TEST ADMINISTRATION	PSAT/NMSQT® testing	*DISTRICT TEST COORDINATOR* − Ensure that all tenth grade students who are enrolled in public school have the opportunity to take the PSAT/NMSQT® (except in districts with a waiver). − Wednesday, October 11 is the preferred administration date for the PSAT/NMSQT®. Schools with conflicts may opt to administer the test on October 14 or October 25. Districts may elect to have a middle school with a level 2 AI (Attending Institution: also known as College Entrance Examination Board Code) opt for the October 25 date to serve as a make-up for students absent on October 11. Return PSAT/NMSQT® materials by October 26, with the list of fee waivers for qualifying juniors.
OCTOBER 12	ACCOUNTABILITY REPORTS	Public Release of: − Final 2016-17 School & District Report Cards and Report Card Rating Detail Reports	*SUPERINTENDENT* − Prepare local press release, if necessary. *DISTRICT TEST COORDINATOR* − Download school and district report cards for 2016-17 for distribution to parents prior to January 15, 2018. Go to the Report Card Download webpage: http://www.ode.state.or.us/data/reportcard/reports.aspx
OCTOBER 12 @ 2 PM	DATA COLLECTION	WEBINAR: Training for Cumulative ADM Exit Adjustment 2016-17 (Part 1 of 2 for Reporting Dropouts & Cohort Graduation; see Part 2 on October 26)	*DATA SUBMITTER* − To participate in the webinar, go to the Video Training 2017-2018 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 12 – NOVEMBER 20	DATA COLLECTION	Fall Collection Window for: — **ESEA Title III: English Learners** 2017-18	*DATA SUBMITTER* — Review business rules and instructions prior to submission on the Title III: English Learners Schedule of Due Dates webpage: https://district.ode.state.or.us/apps/info/DataCllctnDetail.aspx?id=126 or the English Learners Data Collections webpage: http://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Data-Collections.aspx — Submit collection with common fields and collection-specific fields accurately filled for all applicable students. — Correct any error records after file is processed. — Review collection summary report to verify data was submitted correctly. — When data is complete and accurate, click *verify* under Status Tracking. — Save a production download for your records. — Information related to this collection is available on the Title III English Learners – Directors webpage: http://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Directors.aspx
OCTOBER 12 – DECEMBER 1	DATA COLLECTION	Collection Window for: — Cumulative ADM Exit Adjustment 2016-17	*DATA SUBMITTER* — Review and update end date codes, diploma type codes, withdrawal factors, and Essential Skills fields in 2016-17 Annual Cumulative ADM data. — Video Training related to this collection is available on the Video Training 2017-2018 webpage.
OCTOBER 12 – SEPT 14, 2018	DATA COLLECTION	Collection Window for: — IUID (Instructional Unit Identifier) 2017-18	*DATA SUBMITTER* — Video Training related to this collection is available on the Video Training 2017-2018 webpage.
OCTOBER 13	TRAINING	Deadline to sign up for required 2017-18 DTC Training Webinar: — November 7, 2017 - 3-4:30 PM PDT — November 8, 2017 - 9-10:30 AM PDT — November 9, 2017 - 3:45-5:15 PM PDT	*DISTRICT TEST COORDINATOR* — ODE's authorized ESD Partner will provide one make up training session as needed in December 2017 for incoming DTCs in cases where the outgoing DTC is not available to provide internal make up training. To exercise this option, the district must notify their Regional ESD Partner by **November 15, 2017**.
OCTOBER 13	DATA COLLECTION	Deadline for NAEP coordinators of selected schools to complete the "Provide School Information" section of the MyNAEP website	*DISTRICT TEST COORDINATOR* — Remind NAEP coordinators of selected schools to complete the "Provide School Information" section of the MyNAEP website.
OCTOBER 17	ACCOUNTABILITY REPORTS	Class Size report for 2016-17 posted on ODE public website	To download the Class Size report, go to the Class Size Report webpage: http://www.oregon.gov/ode/reports-and-data/Pages/Class-Size-Report.aspx.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 19	ACCOUNTABILITY REPORTS	Not Chronically Absent report for 2016-17 posted on ODE public website	To download the Not Chronically Absent report, go to the Attendance and Absenteeism webpage: http://www.oregon.gov/ode/reports-and-data/students/Pages/Attendance-and-Absenteeism.aspx
OCTOBER 19	TEST ADMINISTRATION	2017-18 Kindergarten Assessment Test Window Closes: — Early Literacy — Early Mathematics — Approaches to Learning	*DISTRICT TEST COORDINATOR* — Ensure that all Kindergarten students who are enrolled in public school have the opportunity to take the Kindergarten Assessment in accordance with Section 10 – Administering the Kindergarten Assessment of the 2017-18 Test Administration Manual.
OCTOBER 20 – 22	TEST ADMINISTRATION	OAKS Online Test Delivery System (TDS) (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* — TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, October 20 until 7 p.m. PT on Sunday, October 22.
OCTOBER 24 – 31	**TEST ADMINISTRATION**	**Practice & Training Tests offline for updates**	*DISTRICT TEST COORDINATOR* **The Smarter Balanced, OAKS Online, and ELPA21 Practice Tests and Training Tests will be offline for updates from 5 p.m. PT on Tuesday, October 24 until 6 a.m. PT on November 1, 2017.**
OCTOBER 26 @ 2 PM	REPORT VALIDATION	WEBINAR: (Part 2 of 2 for Reporting Dropouts & Cohort Graduation; see Part 1 on October 12)	*DATA SUBMITTER* — To participate in the webinar, go to the Video Training 2017-2018 webpage.
OCTOBER 26 – NOVEMBER 6	TEST ADMINISTRATION	Test Information Distribution Engine (TIDE) of OAKS Online is offline for updates	*DISTRICT TEST COORDINATOR* — The Test Information Distribution Engine (TIDE) will be offline from Thursday, October 26 through Monday, November 6, 2017 and will re-open for the 2017-18 academic year on Tuesday, November 7, 2017 at 8:00 a.m. PT. As a reminder, all institution-level users will be deleted from TIDE as part of the 2017-18 update. — Districts are encouraged to download a file with institution-level users by 5:00 p.m. PT on Wednesday, October 25. These users can then be uploaded into TIDE after TIDE re-opens on November 7. (Note: If you are unable to download users by October 25, your Regional ESD Partner will be available to assist you once TIDE re-opens.)

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 26 – DECEMBER 8	REPORT VALIDATION	Report Validation Window for: – NCES Dropout Report and HS Completer Report for 2016-17 – Graduation Cohort 4-year and 5-year Reports for 2016-17	*DATA SUBMITTER* – Check that all schools are included in the validation and that ADM End Date Codes are accurately reported in the 2016-17 Annual ADM Collection. Revisions are made in the Exit Adjustment Collection. – Adjustments to outcome data prior to 2016-17 can be made by submitting a program type 14 record to 2016-17 Annual Cumulative ADM. To request to have this collection opened, please email your Regional ESD Partner or Elyse Bean. See Cumulative ADM Program Type 14: https://district.ode.state.or.us/wma/training/docs/cumadmprog14guidance.pdf for more information. – Cohort Report will include the four-year cohort graduation rate (students first entering high school in 2013-14) and five-year cohort graduation rate (students first entering high school in 2012-13). – Go to the Achievement Data Insight application on the district secure website. The 2016-17 rates are available under Reporting Year 2017-2018. Data will refresh periodically throughout the window – see the validation site for scheduled refresh dates. – Student Level data is available in the "Detail" tab on the validation site.
OCTOBER 30 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: – First Period Cumulative ADM for 2017-18 (7/1 – 10/2)	
OCTOBER 30 @ 11:59 PM	DATA COLLECTION	Data Entry Window Closes for: – 2017-18 Kindergarten Assessment – Early Literacy – Early Mathematics – Approaches to Learning	*DATA SUBMITTER* – Submit collection with common fields and collection-specific fields accurately filled for all applicable students. – Correct any error records after file is processed. – When data are complete and accurate, click *verify* under Status Tracking. – Save a production download for your records. – Video Training related to these collections is available on the Video Training 2017-2018 webpage.
NOVEMBER 2017			
NOVEMBER 1	TEST ADMINISTRATION	2017-18 Online Practice Tests Available: – OAKS Online (Science & Social Sciences) – Smarter Balanced (ELA & Math) – ELPA21	*DISTRICT TEST COORDINATOR* – Practice tests are available to help familiarize students and test administrators with the test format and functionality prior to operational testing. The practice tests can also be used to make informed decisions about what accommodations might benefit a student during testing.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 2	DATA COLLECTION	Collection Window Closes for: − ESSA Title III: Recent Arrivers 2017-18	Contact: Kim Miller (503) 947-5712
NOVEMBER 2 – 16	TRAINING	OAKS Extended Assessment Qualified Trainer Training	**DISTRICT TEST COORDINATOR** All trainings will be held using the webinar system or in person this year. − Nov 2 InterMountain ESD (Pendleton) − Nov 7 High Desert ESD (Redmond) − Nov 9 Southern Oregon ESD (Medford) − Nov 14 Northwest Regional ESD (Hillsboro) − Nov 16 Willamette ESD (Salem)
NOVEMBER 3	TRAINING	Deadline for completing required DTC Training Survey	**DISTRICT TEST COORDINATOR** − Complete the ODE-provided Training Survey posted on the Assessment Training Materials webpage by **November 3, 2017**.
NOVEMBER 7	TEST ADMINISTRATION	TIDE available through the OAKS Portal (http://oaksportal.org/)	**DISTRICT TEST COORDINATOR** Instructions for creating or modifying user accounts and viewing or editing student information are included in the TIDE User Guide, available on the Assessment Administration webpage: http://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Administration.aspx. − Add new users − View/edit student information and student settings − Search for students − View/edit student restrictions
NOVEMBER 7 – 9	TRAINING	Required 2017-18 DTC Training Webinar: − November 7, 2017, 3:00-4:30 PM PDT − November 8, 2017, 9:00-10:30 AM PDT − November 9, 2017, 3:45-5:15 PM PDT	**DISTRICT TEST COORDINATOR** − The purpose of the required ODE-facilitated Webinar Sessions is to clear up misconceptions indicated in the training survey responses, address questions submitted through the training survey, and provide an opportunity for DTCs to ask additional questions and seek clarification. − ODE's authorized ESD Partner will provide one make up training session as needed in December 2017 for incoming DTCs in cases where the outgoing DTC is not available to provide internal make up training. To exercise this option, the district must notify their Regional ESD Partner by **November 15, 2017**.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 9 – 17	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: − First Period Cumulative ADM 2017-18	*DATA SUBMITTER* − The collection will be open during this period to allow districts to verify and correct their data submission. − Video Training related to this collection is available on the Video Training 2017-2018 webpage.
NOVEMBER 9 – JANUARY 26	REPORT VALIDATION	Report Validation Window for: − Fall Membership 2017-18	*DATA SUBMITTER* − Review student enrollment for Districts/Schools. − Go to the Achievement Data Insight application on the district secure website. Data will refresh periodically throughout the window – see the validation site for scheduled refresh dates. − Student level data will be available under the "Detail" tab on the validation site. − Contact your Regional ESD Partner or Robin Stalcup if you have questions or if corrections are needed. − Remember – students must have been reported as enrolled on the first school day in October in order to be included in the Fall Membership report. In other words, the ADM End Date (the weekday following the student's last enrollment within the period) should be 10/03/2017.
NOVEMBER 10	INFORMATIONAL	ODE is closed for the Veteran's Day holiday.	
NOVEMBER 13 – JANUARY 12	TEST ORDERING & REPORTING	OAKS Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	*DISTRICT TEST COORDINATOR* − OAKS Extended Assessments requiring Braille or Large Print format must be ordered during this order window.
NOVEMBER 16	TRAINING	Final Training for OAKS Extended Assessment Qualified Trainers	*DISTRICT TEST COORDINATOR* All trainings will be held using the webinar system or in person this year. − Nov 2 InterMountain ESD (Pendleton) − Nov 7 High Desert ESD (Redmond) − Nov 9 Southern Oregon ESD (Medford) − Nov 14 Northwest Regional ESD (Hillsboro) − Nov 16 Willamette ESD (Salem)
NOVEMBER 17	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: − First Period Cumulative ADM 2017-18	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 17 – 19	TEST ADMINISTRATION	OAKS Online Test Delivery System (TDS) (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	***DISTRICT TEST COORDINATOR*** − TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, November 17 until 7 p.m. PT on Sunday, November 19.
NOVEMBER 20 @ 11:59 PM	DATA COLLECTION	Fall Collection Window Closes for: − ESSA Title III: Limited English Proficiency 2017-18	Contact: Kim Miller (503) 947-5712

NOVEMBER 20 – DECEMBER 4	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for:
		 − 2017-18 Kindergarten Assessment
		   − Early Literacy
		   − Early Mathematics
		   − Approaches to Learning
			DATA SUBMITTER
			 − The collection will be open during this period to allow districts to verify and correct their data submission.
			 − Video Training related to this collection is available on the Video Training 2017-2018 webpage.

NOVEMBER 23 – 24	INFORMATIONAL	ODE is closed for the Thanksgiving holiday.	
NOVEMBER 30	ACCOUNTABILITY REPORTS	Statewide Report Card posted on ODE public website	To download the Statewide Report Card, go to the Statewide Annual Report Card webpage: http://www.oregon.gov/ode/schools-and-districts/reportcards/Pages/Statewide-Annual-Report-Card.aspx.
DECEMBER 2017			
DECEMBER 1 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: − Cumulative ADM Exit Adjustment 2016-17	***DATA SUBMITTER*** − Review and update end date codes, diploma type codes, withdrawal factors, and Essential Skills fields in 2016-17 Annual Cumulative ADM data. − Video Training related to this collection is available on the Video Training 2017-2018 webpage.

DECEMBER 4	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for:
		 − 2017-18 Kindergarten Assessment
		   − Early Literacy
		   − Early Mathematics
		   − Approaches to Learning	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 6 @ 2 PM	DATA COLLECTION	WEBINAR: Training for Staff Position Collection 2017-18 (window opens December 14 – January 29)	***DATA SUBMITTER*** − To participate in the webinar, go to the <u>Video Training 2017-2018</u> webpage.
DECEMBER 7 @ 2 PM	DATA COLLECTION	WEBINAR: Training for Second Period Cumulative ADM 2017-18	***DATA SUBMITTER*** − To participate in the webinar, go to the <u>Video Training 2017-2018</u> webpage.
DECEMBER 8	REPORT VALIDATION	Report Validation Window Closes for: − Graduation Cohort 4-year and 5-year Reports for 2016-17 − NCES Dropout Report and HS Completer Report for 2016-17	***DATA SUBMITTER*** − Video Training related to collections and validations is available on the <u>Video Training 2017-2018</u> webpage.
DECEMBER 11	TEST ORDERING & REPORTING	PSAT/NMSQT® score reports for students, schools, and districts and AP Potential available. Schools will receive through a secure online portal, score reports for the revised PSAT/NMSQT® for their students. A single paper copy for each student of their PSAT will be delivered to the school, and students can access their scores online.	***DISTRICT TEST COORDINATOR*** − Districts and schools will have online access to their students' PSAT/NMSQT® scores, skills, answers, percentiles, AP Potential, self-reported GPA, and college majors. The new online portal allows for interactive filtering and sorting and provides five years of historical data offering more information than the single paper copy of a score overview which accompanies the student score reports. − Schools receive a single paper copy of student score report for each PSAT/NMSQT® participant. − PSAT/NMSQT® concordance published. Khan Academy provides customized academic skill study plan for each student who takes the PSAT/NMSQT®.
DECEMBER 12 @ 3:45 PM	TRAINING	NAEP: Optional webinar available on *MyNAEP* online assessment planning system; training repeated on December 12, 13, and 14	***DISTRICT TEST COORDINATOR*** − Remind principals or NAEP coordinators of selected schools that this optional training is available to them. − Attend the training, if desired.
DECEMBER 13 @ 7:45 AM	TRAINING	NAEP: Optional webinar available on *MyNAEP* online assessment planning system; training repeated on December 12, 13, and 14	***DISTRICT TEST COORDINATOR*** − Remind principals or NAEP coordinators of selected schools that this optional training is available to them. − Attend the training, if desired.
DECEMBER 14 @ 2:45 PM	TRAINING	NAEP: Optional webinar available on *MyNAEP* online assessment planning system; training repeated from December 12, 13, and 14	***DISTRICT TEST COORDINATOR*** − Remind principals or NAEP coordinators of selected schools that this optional training is available to them. − Attend the training, if desired.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 14 – JANUARY 12	DATA COLLECTION	Collection Window for: − Second Period Cumulative ADM 2017-18 (7/1 – 12/29)	*DATA SUBMITTER* − Review business rules and instructions prior to submission on the ADM Resources webpage. − Submit collection with common fields and collection-specific fields accurately filled for all applicable students. − Correct any error records after file is processed. − Review collection summary report to verify data was submitted correctly. − When data are complete and accurate, click *verify* under Status Tracking. − Save a production download for your records. − Video Training related to this collection is available on the Video Training 2017-2018 webpage.
DECEMBER 14 – JANUARY 29	DATA COLLECTION	Collection Window for: − Staff Position 2017-18	*DATA SUBMITTER* − USID must be requested or updated for all staff prior to completing the staff-level collections. − Review business rules and instructions prior to submission. Go to the Staff Position website: https://district.ode.state.or.us/search/results/?id=449 − Video Training related to this collection is available on the Video Training 2017-2018 webpage.
DECEMBER 15 – 17	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* − TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, December 15 until 7 p.m. PT on Sunday, December 17.
DECEMBER 22 – JANUARY 8	TEST ADMINISTRATION	OAKS Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* − ORS will be offline to support the deployment of the 2017-18 administration from Friday, December 22 through Monday, January 8, 2018.
DECEMBER 25	INFORMATIONAL	ODE is closed for the Christmas holiday.	
JANUARY 2018			
JANUARY 1	INFORMATIONAL	ODE is closed for the New Year's Day holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 4	ACCOUNTABILITY REPORTS	PREVIEW of Final 2016-17 Dropout and Cohort Graduation Rate reports posted to the ODE district secure website	*DATA SUBMITTER* − Preview of Final Reports will include the current traditional dropout rate. − Preview of Final Reports will include the four-year cohort graduation rate (students' first entering high school in 2013-14) and five-year cohort graduation rate (students' first entering high school in 2012-13). − Public Release is scheduled for January 25, 2018.
JANUARY 4 – 8	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests) offline for deployment of OAKS Science & Social Sciences and ELPA21	*DISTRICT TEST COORDINATOR* − TDS will be offline for test deployment from 8 a.m. PT on Thursday, January 4 until 5 p.m. PT on Monday, January 8.
JANUARY 4 – 19	REPORT VALIDATION	Report Validation Window for: − 2017-18 Kindergarten Assessment	*DATA SUBMITTER* − Go to the Achievement Data Insight application on the district secure website. Data will refresh periodically during the window – see the validation site for scheduled refresh dates. − Student level data will be available under the "Detail" tab on the validation site. − Contact your Regional ESD Partner or Jordan Heide if you have questions or if corrections are needed. − Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JANUARY 9	TEST ORDERING & REPORTING	OAKS Online Reports Available through the OAKS Portal (http://oaksportal.org/): − Performance Reports − Participation Reports	*DISTRICT TEST COORDINATOR* − Instructions for generating reports through OAKS Online Reports are included in the Online Reports User Guide, available on the Assessment Administration webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 9 – APRIL 13	TEST ADMINISTRATION	English Language Proficiency Assessment for the 21st Century (ELPA21) K–12 Testing Window	*DATA SUBMITTER* − Update SSID records for students prior to testing. − Note: Only students whose LEP flag is set to "Y" in the SSID record may access the ELPA21. Districts should only set the LEP flag to "Y" for students who are eligible for ELD services in the current school year (refer to the Test Administration Manual, Section 9 and Appendix B for details). *DISTRICT TEST COORDINATOR* − Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2017-18 Test Administration Manual. − Districts must administer the ELPA21 to all students identified as eligible to receive ELD services in the current school year. Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the Test Administration Manual, Section 9 and Appendix B for details). − Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.
JANUARY 9 – JUNE 8	TEST ADMINISTRATION	OAKS Online Testing Window for Science and Social Sciences	*DISTRICT TEST COORDINATOR* − Science is **required** for all students in grades 5, 8, and High School (Grade 11). Students in grades 5 and 8 have up to two test opportunities; students in high school have up to three test opportunities. − Social Sciences is **optional** for all students in grades 5, 8, and High School (Grade 11). Students have up to two test opportunities.
JANUARY 10	TEST ORDERING & REPORTING	OAKS Online student scores available for Science & Social Sciences	*DISTRICT TEST COORDINATOR* − Preliminary Student Scores available in OAKS Online Reporting System within 1 business day of test completion. − Records available in Student Centered Staging within 2 business days of test completion. − Information from OAKS Online reports should only be viewed as preliminary information. The source for official scores is the ODE Student Centered Staging application, Secure Assessment Reports 2.0, and Accountability Warehouse Extract.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 11	TEST ORDERING & REPORTING	Student Centered Staging System Opens for 2017-2018 test records	***DISTRICT TEST COORDINATOR*** − The Student Centered Staging (SCS) application allows a user in a district who has been granted access to view, edit, fix errors, download errors, upload fixes and download student test records that have been received by the Oregon Department of Education (ODE). − It also provides snapshot reports of student test record counts by resident school institution ID for a specific subject and school year. − The application is continuously accessible until final Report Cards are published.
JANUARY 11	TEST ORDERING & REPORTING	"Banked" High School test records that met the high school standard in a prior year available in Student Centered Staging and Accountability Warehouse Extract (English Language Arts, Mathematics, and Science)	***DISTRICT TEST COORDINATOR*** − Ensure that all students enrolled in Grade 11 on May 1, 2018 who do not have a banked score that met the high school standard are tested in the required subjects.
JANUARY 12	TEST ADMINISTRATION	Deadline for identifying PSAT fee waiver–eligible students and making grade-level adjustments.	***DISTRICT TEST COORDINATOR*** For PSAT/NMSQT® resources and deadlines, go to the PSAT webpage.
JANUARY 12	TEST ORDERING & REPORTING	REMINDER: Last day of OAKS Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	***DISTRICT TEST COORDINATOR*** − OAKS Extended Assessments requiring Braille or Large Print format must be ordered during this order window.
JANUARY 12 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: − Second Period Cumulative ADM 2017-18	Contact: Elyse Bean (503) 947-5831
JANUARY 15	INFORMATIONAL	ODE is closed for the Martin Luther King, Jr. Day holiday.	
JANUARY 15	ACCOUNTABILITY REPORTS	REMINDER: Deadline for school districts to make a copy of school and district reports available to the parent(s) or guardian(s) of each child enrolled in a public school in the school district	***OAR 581-022-1060 School and District Performance Report Criteria*** (3) Each school and school district report shall contain the information required by this rule. By January 15 of each year, school districts shall make a copy of the state provided school and school district performance report available to the parent(s) or guardian(s) of each child enrolled in a public school in the school district by doing one or more of the following: (a) Mailing a copy; (b) Electronically sending a copy; or (c) Providing a link to a state or district web site containing the reports and also making copies available in local schools, libraries, parents centers, community centers, or other public locations easily accessible to parents and others.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 16 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract (AWE)	To participate in the webinar, go to the Video Training 2017-2018 webpage.
JANUARY 18 – 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review window for: − Second Period Cumulative ADM 2017-18	*DATA SUBMITTER* − The collection will be open during this period to allow districts to verify and correct their data submission.
JANUARY 19	REPORT VALIDATION	Report Validation Window Closes for: − 2017-18 Kindergarten Assessment	*DATA SUBMITTER* − Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JANUARY 19 – 21	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* − TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, January 19 until 7 p.m. PT on Sunday, January 21.
JANUARY 25	ACCOUNTABILITY REPORTING	2016-17 Dropout and Cohort Graduation Rate reports released to the public	− Reports will include the current traditional dropout rate. − Reports will include the four-year cohort graduation rate (students first entering high school in 2013-14) and five-year cohort graduation rate (students first entering high school in 2012-13).
JANUARY 26	REPORT VALIDATION	Report Validation Window Closes for: − Fall Membership 2017-18	*DATA SUBMITTER* − Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JANUARY 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: − Second Period Cumulative ADM 2017-18	Contact: Elyse Bean (503) 947-5831
JANUARY 29 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: − Staff Position 2017-18	Contact: Beth Blumenstein (503) 947-5767
LATE JANUARY	TEST ADMINISTRATION	Final PSAT invoices are sent to schools	
JANUARY 29 – MARCH 9	TEST ADMINISTRATION	Testing window for NAEP in selected schools	*DISTRICT TEST COORDINATOR* − Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. − Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 2018			
FEBRUARY 1	TEST ORDERING & REPORTING	ODE will forward the template to districts that have registered for Logramos with format for submission of background information on participating students.	Contact: Kelly Slater (503) 947-5741
FEBRUARY 1	DATA REPORTING	REMINDER: Student Enrollment Report for 2017-18 released to the public and press release	*DATA SUBMITTER* − Changes to enrollment submissions must be made in First Period Cumulative ADM by January 19 in order to be reflected in the Final Preview and Final Fall Membership Report.
FEBRUARY 1 – 5	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests) offline for deployment of Smarter Balanced English Language Arts and Mathematics	*DISTRICT TEST COORDINATOR* − TDS will be offline for test deployment from 8 a.m. PT on Thursday, February 1 until 5 p.m. PT on Monday, February 5.
FEBRUARY 2 – 9	TEST ORDERING & REPORTING	Districts submit to ODE demographic information for students participating in Logramos	*DISTRICT TEST COORDINATOR* − Use the template provided by ODE to collect demographic information on students participating in Logramos. − Send student demographic file(s) via Secure File Transfer to Saleem Ahmad by February 9. − Districts that submit student background information to ODE will receive pre-coded test materials in the spring. Other districts will receive blank answer documents, and district staff will need to fill in this information for each participating student.
FEBRUARY 6 – JUNE 8	TEST ADMINISTRATION	Smarter Balanced Testing Window for English Language Arts and Mathematics, grades 3-8 and High School (Grade 11) (plus **optional** Grade 12 retest)	*DISTRICT TEST COORDINATOR* − English Language Arts and Mathematics are **required** for all students in grades 3 – 8 and High School (Grade 11). Grade 12 students have one **optional** opportunity to take the Smarter Balanced assessments for Essential Skills or college placement purposes. − See Section 5.2 of the 2017-18 Test Administration Manual for specific local test window criteria.
FEBRUARY 8	DATA REPORTING	Kindergarten Assessment Report for 2017-18 released to the public and press release	*SUPERINTENDENT* − Prepare local press release, if necessary.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 8	TEST ORDERING & REPORTING	OAKS Extended Assessment document download launched for English Language Arts, Mathematics, and Science	***DISTRICT TEST COORDINATOR*** – Download Extended Assessments for February 15 – April 26 test administration window. Go to the Extended Assessment application on the district secure website: https://district.ode.state.or.us/apps/xassmtNET/default.aspx – Maintain the security of all test materials in accordance with Section 2 – Test Security of the 2017-18 Test Administration Manual.
FEBRUARY 8 – 16	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: – Staff Position 2017-18	***DATA SUBMITTER*** – Districts will have an opportunity to make corrections to their Staff Position submission as identified in the post-collection validations.
FEBRUARY 9	TEST ORDERING & REPORTING	Last day for districts to submit to ODE demographic information for students participating in Logramos	***DISTRICT TEST COORDINATOR*** – Use the template provided by ODE to collect demographic information on students participating in Logramos. – Send student demographic file(s) via Secure File Transfer to Saleem Ahmad by February 9. – Districts that submit student background information to ODE will receive pre-coded test materials in the spring. Other districts will receive blank answer documents, and district staff will need to fill in this information for each participating student.
FEBRUARY 15 – APRIL 26	TEST ADMINISTRATION	OAKS Extended Assessments Testing Window: – English Language Arts: Grades 3-8 & 11* – Mathematics: Grades 3-8 & 11* – Science: Grades 5, 8 & 11*	***DISTRICT TEST COORDINATOR*** – Maintain security of all testing materials during the testing window in accordance with Section 2 – Test Security of the 2017-18 Test Administration Manual. – Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the OAKS Extended Assessment, and have turned in a signed Assurance of Test Security form. – * The High School grade of accountability is 11th grade. Although not required, retesting is available for 12th grade students whose IEP indicates the OAKS Extended Assessments and who did not meet the alternate achievement standard as 11th graders—especially those needing to demonstrate proficiency for the Essential Skills graduation requirement.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 15 – MAY 11	DATA REPORTING	OAKS Extended Assessment Data Entry window for transmitting results to ODE: – English Language Arts: Grades 3-8 & 11* – Mathematics: Grades 3-8 & 11* – Science: Grades 5, 8 & 11*	*DATA SUBMITTER* – Update SSID records for students prior to submitting assessment results. – Transmit results of OAKS Extended Assessments via the Extended Assessment application on the district secure website. – * For 12th grade students, records submitted by **April 26** will be scored and available in Student Centered Staging and Secure Assessment Reports on Friday, May 11.
FEBRUARY 16	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window closes for: – Staff Position 2017-18	Contact: Beth Blumenstein (503) 947-5767
FEBRUARY 16 – 19	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* – TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, February 16 until 7 p.m. PT on Monday, February 19.
FEBRUARY 19	INFORMATIONAL	ODE is closed for the Presidents Day holiday.	
MARCH 2018			
MARCH 9	TEST ADMINISTRATION	Testing window closes for NAEP in selected schools	*DISTRICT TEST COORDINATOR* – Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. – Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
MARCH 9 – 13	TEST ORDERING & REPORTING	Online Reporting System (ORS) offline for deployment of ELPA21 scores	*DISTRICT TEST COORDINATOR* – ORS will be offline from 5 p.m. PT on Friday, March 9 until 6 a.m. PT on Tuesday, March 13, 2018.
MARCH 13	TEST ORDERING & REPORTING	ELPA21 Preliminary Student Scores for tests completed January 9 – 31 available in OAKS Online Reporting System pending comprehensive quality control	*DISTRICT TEST COORDINATOR* – The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OAKS Online systems, resulting in a centralized reporting system. – Information from OAKS online reports should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging application.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 13	TEST ORDERING & REPORTING	ELPA21 Tests Completed January 9 - 31 posted to Student Centered Staging pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** As test records are posted to Student Centered Staging on the ODE district secure website: − Verify that each EL student has a score posted for the ELPA21. − Supply accommodation or administration codes if necessary. − Notify Regional ESD Partner if a posted record is not from a district student. − Notify Regional ESD Partner if a student who completed the ELPA21 does not have a score in Student Staging.
MARCH 15 @ 2 PM	DATA COLLECTION	WEBINAR: Training for the Staff Assignment 2017-18 Collection	To participate in the webinar, go to the Video Training 2017-2018 webpage.
MARCH 16 –18	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	***DISTRICT TEST COORDINATOR*** − TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, March 16 until 7 p.m. PT on Sunday, March 18.
MARCH 22 – APRIL 20	DATA COLLECTION	Collection Window for: − Staff Assignment 2017-18	***DATA SUBMITTER*** − USID must be requested or updated for all staff prior to completing the staff-level collections. − IUID collection must be submitted prior to completing the Staff Assignment collection. − Review business rules and instructions prior to submission. Go to the Staff Assignment Schedule of Due Dates page: https://district.ode.state.or.us/apps/info/DataCllctnDetail.aspx?id=168
APRIL 2018			
APRIL 2	TEST ORDERING & REPORTING	Logramos materials arrive in districts	Contact: Kelly Slater (503) 947-5741
APRIL 5 – 30	REPORT VALIDATION	Report Validation Window on ODE district secure website for: − Staff FTE − Staff Ethnicity	***DATA SUBMITTER*** − Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. − Contact your Regional ESD Partner or Beth Blumenstein if you have questions or if corrections are needed.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 10	TEST ORDERING & REPORTING	ELPA21 Preliminary Student Scores for tests completed February 1 – 28 available in OAKS Online Reporting System pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** − The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OAKS Online systems, resulting in a centralized reporting system. − Information from OAKS online reports should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging application.
APRIL 10	TEST ORDERING & REPORTING	ELPA21 Tests Completed February 1 - 28 posted to Student Centered Staging pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** As test records are posted to Student Centered Staging on the ODE district secure website: − Verify that each EL student has a score posted for the ELPA21. − Supply accommodation or administration codes if necessary. − Notify Regional ESD Partner if a posted record is not from a district student. − Notify Regional ESD Partner if a student who completed the ELPA21 does not have a score in Student Staging.
APRIL 12 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Training for Institutions for Accountability Reports Validation	To participate in the webinar, go to the Video Training 2017-2018 webpage.
APRIL TBA	DATA COLLECTION	WEBINAR: Training for ESSA Title III English Learners Collection 2017-18	Contact: Kim Miller (503) 947-5712
APRIL 13	TEST ADMINISTRATION	REMINDER: Last day for ELPA21 testing	
APRIL 16 – MAY 11	TEST ADMINISTRATION	Logramos Test Window	***DISTRICT TEST COORDINATOR*** − Administer Logramos in accordance with Section 12 of the Test Administration Manual. − Logramos is a paper and pencil based assessment, so no computer time is needed.
APRIL 18 – 24	TEST ADMINISTRATION	OAKS Online Reporting System (ORS) offline for deployment of Smarter Balanced Score Reports	***DISTRICT TEST COORDINATOR*** ORS will be offline to support the deployment of the 2017-18 Smarter Balanced Score Reports deployment from 5 p.m. PT on Wednesday, April 18 until 6 a.m. PT on Tuesday, April 24.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 19 @ 2 PM	DATA COLLECTION	WEBINAR: Training for Third Period Cumulative ADM Collection 2017-18	*DATA SUBMITTER* − To participate in the webinar, go to the Video Training 2017-2018 webpage.
APRIL 19 – MAY 14	REPORT VALIDATION	Report Validation Window on ODE district secure website for: − Institutions for Accountability Reports 2017-18	*DATA SUBMITTER* − Check that all schools in district are included in the validation and that relevant data is available for each school. Go to the Achievement Data Insight application on the district secure website. − Request, if desired, recognition as new school. See Report Card Policy Manual for more details. Boundary change calculator posted on the Report Card Tools webpage: http://www.oregon.gov/ode/schools-and-districts/reportcards/reportcards/Pages/Report-Card-Tools.aspx. − Use the Ask a Question button on the district validation site if a collection needs to be opened in order to correct a prior data submission. − Institution validation guidance can be found on the Institution Validation webpage: https://district.ode.state.or.us/search/page/?id=246.
APRIL 19 – MAY 25	DATA COLLECTION	Spring Collection Window for: −**ESEA Title III: English Learners** 2017-18	*DATA SUBMITTER* − Review business rules and instructions prior to submission on the Title III: English Learners Schedule of Due Dates webpage or the English Learners Data Collections webpage. − Submit collection with common fields and collection-specific fields accurately filled for all applicable students. − Correct any error records after file is processed. − Review collection summary report to verify data was submitted correctly. − When data is complete and accurate, click *verify* under Status Tracking. − Save a production download for your records. − Video Training related to this collection is available on the Title III English Learners – Directors webpage.
APRIL 20 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: − Staff Assignment 2017-18	Contact: Leah Thorp (503) 947-2561
APRIL 20 – 22	TEST ADMINISTRATION	**OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance**	*DISTRICT TEST COORDINATOR* **TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, April 20 until 7 p.m. PT on Sunday, April 22.**

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 24	TEST ORDERING & REPORTING	Smarter Balanced ELA and Mathematics Tests available in OAKS Online Reporting System pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** — The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OAKS Online systems, resulting in a centralized reporting system. — Information from OAKS online reports should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging application.
APRIL 24	TEST ORDERING & REPORTING	Smarter Balanced ELA and Mathematics Tests posted to Student Centered Staging pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** As test records are posted to Student Centered Staging on the ODE district secure website: — Verify that the demographic information on posted test records is correct, including program participation. — Correct error records. — Supply accommodation codes if necessary. — Notify Regional ESD Partner if a posted record is not from a district student. — Apply administration codes for students not enrolled during test window, home schooled students, etc.
APRIL 26	TEST ORDERING & REPORTING	REMINDER: Last day of OAKS Extended Assessments Testing Window — English Language Arts: Grades 3-8 & 11* — Mathematics: Grades 3-8 & 11* — Science: Grades 5, 8 & 11*	***DISTRICT TEST COORDINATOR*** — Transmit results of OAKS Extended Assessments via the Extended Assessment application on the district secure website by May 11. — * For 12th grade students, records submitted by **April 26** will be scored and available in Student Centered Staging and Secure Assessment Reports on Friday, May 11.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 26 – MAY 25	DATA COLLECTION	Collection Window for: −Third Period Cumulative ADM 2017-18 (7/1 – 5/1)	***DATA SUBMITTER*** − Review business rules and instructions prior to submission on the ADM Resources webpage. − Submit collection with common fields and collection-specific fields accurately filled for all applicable students. − Correct any error records after file is processed. − Review collection summary report to verify data was submitted correctly. − When data is complete and accurate, click *verify* under Status Tracking. − Save a production download for your records. − Video Training related to this collection is available on the Video Training 2017-2018 webpage. ***Reminder:*** If student is enrolled on May 1 or is continuously enrolled on May 2, report the ADM End Date as 05/02/2018 so student will be included in the Spring Membership count.
APRIL 30	REPORT VALIDATION	Report Validation Window closes for: − Staff FTE − Staff Ethnicity	Contact: Beth Blumenstein (503) 947-5767
MAY 2018			
MAY 1 @ NOON	ACCOUNTABILITY REPORTS	REMINDER: Last day for submitting requests for new school status due to boundary or grade changes	***SUPERINTENDENT*** − Send signed request for new school designation with supporting data to ODE. See the Report Card Tools webpage for additional information.
MAY 3 @ @ 2 PM	DATA COLLECTION	WEBINAR: Training for Class Roster Collection 2017-18	***DATA SUBMITTER*** − To participate in the webinar, go to the Video Training 2017-2018 webpage.
MAY 3 – 11	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: − Staff Assignment 2017-18	***DATA SUBMITTER*** − Districts will have an opportunity to make corrections to their Staff Assignment submission as identified in the post-collection validations.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 8	TEST ORDERING & REPORTING	ELPA21 Preliminary Student Scores for tests completed March 1 – 31 available in OAKS Online Reporting System pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** – The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OAKS Online systems, resulting in a centralized reporting system. – Information from OAKS online reports should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging application.
MAY 8	TEST ORDERING & REPORTING	ELPA21 Tests Completed March 1-31 posted to Student Centered Staging pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** As test records are posted to Student Centered Staging on the ODE district secure website: – Verify that each EL student has a score posted for the ELPA21. – Supply accommodation or administration codes if necessary. – Notify Regional ESD Partner if a posted record is not from a district student. – Notify Regional ESD Partner if a student who completed the ELPA21 does not have a score in Student Staging.
MAY 8 @ 10:30 AM	DATA COLLECTION	WEBINAR: Training for Freshman On-Track 2017-18	***DATA SUBMITTER*** – To participate in the webinar, go to the Video Training 2017-2018 webpage.
MAY 9 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Student Centered Staging - Focus on editing and checking Staging, Third Period Cumulative ADM, and LEP data	To participate in the webinar, go to the Video Training 2017-2018 webpage.
MAY 10 @ 2 PM	DATA COLLECTION	WEBINAR: Training for Annual Cumulative ADM Collection 2017-18	***DATA SUBMITTER*** – To participate in the webinar, go to the Video Training 2017-2018 webpage.
MAY 10 – JULY 2	DATA COLLECTION	Collection Window for: – Class Roster 2017-18	***DATA SUBMITTER*** – Video Training related to this collection is available on the Video Training 2017-2018 webpage.
MAY 10 – JULY 2	DATA COLLECTION	Collection window for: – Freshman On-Track 2017-18	Contact: **Beth Blumenstein (503) 947-5767**

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 11	TEST ADMINISTRATION	REMINDER: Last day of Logramos Test Window	***DISTRICT TEST COORDINATOR*** − Administer Logramos in accordance with Section 12 of the <u>Test Administration Manual</u>. − Logramos is a paper and pencil based assessment, so no computer time is needed.
MAY 11	TEST ORDERING & REPORTING	Test records from Grade 12 OAKS Extended Assessments available in the Student Centered Staging Application on the ODE district secure website	***DISTRICT TEST COORDINATOR*** As Grade 12 test records are posted to Student Centered Staging on the ODE district secure website: − Verify that the demographic information on posted test records is correct, including program participation. − Correct error records. − Supply accommodation codes if necessary. − Notify <u>Regional ESD Partner</u> if a posted record is not from a district student. − Apply administration codes for students not enrolled during test window, home schooled students, etc.
MAY 11 @ 5 PM	DATA REPORTING	REMINDER: Last day for transmitting OAKS Extended Assessment results to ODE − English Language Arts: Grades 3-8 & 11* − Mathematics: Grades 3-8 & 11* − Science: Grades 5, 8 & 11*	***DATA SUBMITTER*** − Update SSID records for students prior to submitting assessment results. − Transmit results of OAKS Extended Assessments via the <u>Extended Assessment</u> application on the district secure website. − * For 12th grade students, records submitted by **April 26** will be scored and available in Student Centered Staging and Secure Assessment Reports on Friday, May 11. *<u>IMPORTANT</u>: Extended Assessment results not transmitted by this date will be counted as non-participants in assessment and accountability reports.*
MAY 11	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window closes for: − Staff Assignment 2017-18	Contact: **Caitlin McRae** (503) 947-2561

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 14	REPORT VALIDATION	Report Validation Window Closes for: — Institutions for Accountability Reports 2017-18	*DATA SUBMITTER* — Check that all schools in district are included in the validation and that relevant data is available for each school. Go to the Achievement Data Insight application on the district secure website. — Request, if desired, recognition as new school. See Report Card Policy Manual for more details. Boundary change calculator posted on the Report Card Tools webpage. — Use the Ask a Question button on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Institution validation guidance can be found on the Institution Validation webpage.
MAY 14 – 25	TEST ORDERING & REPORTING	Ship Logramos materials for scoring and reporting	*DISTRICT TEST COORDINATOR* — Ship used answer folders to Riverside Scoring Service for scoring and reporting in accordance with Section 12 of the Test Administration Manual.
MAY 17 – JULY 9	DATA COLLECTION	Collection Window for: — Annual Cumulative ADM 2017-18 (7/1 – 6/29)	*DATA SUBMITTER* — Review business rules and instructions prior to submission on the ADM Resources webpage. — Submit collection with common fields and collection-specific fields accurately filled for all applicable students. — Correct any error records after file is processed. — Review collection summary report to verify data was submitted correctly. — When data is complete and accurate, click *verify* under Status Tracking. — Save a production download for your records. — Video Training related to this collection is available on the Video Training 2017-2018 webpage.
MAY 18 – 20	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* — TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, May 18 until 7 p.m. PT on Sunday, May 20.
MAY 24 – JUNE 28	TEST ORDERING & REPORTING	Kindergarten Assessment 2018-19 Order Window	*DISTRICT TEST COORDINATOR* — Order Kindergarten Assessment booklets for 2018-19 in the TIDE system on the OAKS Portal.
MAY 24 – JULY 2	DATA COLLECTION	Collection Window for: — Discipline Incidents 2017-18	Contact: Elliot Field (503) 947-5797

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 25	TEST ORDERING & REPORTING	Test records from OAKS Extended Assessments available in the Student Centered Staging Application on the ODE district secure website	***DISTRICT TEST COORDINATOR*** As test records are posted to Student Centered Staging on the ODE district secure website: − Verify that the demographic information on posted test records is correct, including program participation. − Correct error records. − Supply accommodation codes if necessary. − Notify Regional ESD Partner if a posted record is not from a district student. − Apply administration codes for students not enrolled during test window, home schooled students, etc.
MAY 25	TEST ORDERING & REPORTING	ELPA21 Preliminary Student Scores for tests completed April 1 – 13 available in OAKS Online Reporting System pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** − The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OAKS Online systems, resulting in a centralized reporting system. − Information from OAKS online reports should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging application.
MAY 25	TEST ORDERING & REPORTING	ELPA21 Tests Completed April 1-13 posted to Student Centered Staging pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** As test records are posted to Student Centered Staging on the ODE district secure website − Verify that each EL student has a score posted for the ELPA21. − Supply accommodation or administration codes if necessary. − Notify Regional ESD Partner if a posted record is not from a district student. − Notify Regional ESD Partner if a student who completed the ELPA21 does not have a score in Student Staging.
MAY 25	TEST ORDERING & REPORTING	REMINDER: Last day to ship Logramos materials for scoring and reporting	***DISTRICT TEST COORDINATOR*** − Ship used answer folders to Riverside Scoring Service for scoring and reporting in accordance with Section 12 of the Test Administration Manual.
MAY 25 @ 11:59 PM	DATA COLLECTION	Spring Collection Window Closes for: − ESSA Title III: Limited English Proficiency 2017-18	Contact: Kim Miller (503) 947-5712

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 25 **@ 11:59 PM**	DATA COLLECTION	Collection Window closes for: – Third Period Cumulative ADM 2017-18 (7/1 – 5/1)	*DATA SUBMITTER* – Should have Third Period Cumulative ADM submitted (Collection opened April 26 to May 25; additional editing window open to all submitters will be May 31 to June 8 to work on audits, and open by request only (e-mail) from June 11 to August 17 allowed during accountability reporting validation period).
MAY 28	INFORMATIONAL	ODE is closed for the Memorial Day holiday.	
MAY 31 **@ 10 AM**	ACCOUNTABILITY REPORTS	WEBINAR: Training for Achievement Data Insight and Enrollment/Attendance Validations	*DATA SUBMITTER* – To participate in the webinar, go to the Video Training 2017-2018 webpage.
MAY 31 – JUNE 8	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review window for: – Third Period Cumulative ADM 2017-18	*DATA SUBMITTER* – The collection will be open during this period to allow districts to verify and correct their data submission.
JUNE 2018			
JUNE 1	DATA COLLECTION	Last date for changes to be included in initial posting of Report Card data validations: – Third Period Cumulative ADM 2017-18	*DATA SUBMITTER* – Should have Third Period Cumulative ADM submitted (collection opened April 19 to May 25; open for editing May 31 to June 8; open by request (email) only June 11 to August 17)
JUNE 1 @ 5 PM – JUNE 4	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports temporarily closed for processing	*DISTRICT TEST COORDINATOR* – All 2017-18 test records will be unavailable for download or editing in order to generate non-participation (virtual) records. – 2017-18 Student Reports will also be unavailable during this time.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 5 **BY 9 AM**	DATA VALIDATION	Student Centered Staging, Secure Assessment Reports reopen (with non-participation virtual records generated from Spring Membership)	***DISTRICT TEST COORDINATOR*** Review test records in Student Centered Staging to verify that demographic information in report reflects student demographics: – Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. – Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. – Notify submitter of Third Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. – Notify submitter of English Learners Collection if English Learners data on test records is incorrect.
JUNE 5 **@ 10 AM**	ACCOUNTABILITY REPORTS	WEBINAR: Training for Report Card Narrative (Supplemental) Collection 2017-18	***DATA SUBMITTER*** – To participate in the webinar, go to the Video Training 2017-2018 webpage.
JUNE 7 **@ 2 PM**	ACCOUNTABILITY REPORTS	WEBINAR: School Report Card **Details & School** Ratings **2017-2018**	***DATA SUBMITTER*** – To participate in the webinar, go to the Video Training 2017-2018 webpage.
JUNE 7 – **AUGUST 24** **@ 5 PM**	REPORT VALIDATION	Report Validation Window (based on Third Period Cumulative ADM Collection) for: – Not Chronically Absent – Student Enrollment	***DATA SUBMITTER*** – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. – Use the Ask a Question button on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Video Training related to these validations is available on the Video Training 2017-2018 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 8 – 18	DATA COLLECTION REVIEW	Last Collection Editing Window for: − ESSA Title III: English Learners 2017-18 − Critical Validation – English Learners/Third Period Cumulative ADM	***DATA SUBMITTER*** − Review business rules and instructions prior to submission on the Title III: English Learners Schedule of Due Dates webpage or the English Learners Data Collections webpage. − Adjust records for exiting students. − Review collection summary report to verify data was submitted correctly. − Review provided data sheet from ODE to determine which data collection (English Learners or Third Period Cumulative ADM) needs to be updated. − When data are complete and accurate, click *verify* under Status Tracking. − Save a production download for your records. − Video Training related to this collection is available on the Title III English Learners – Directors webpage.
JUNE 8	TEST ADMINISTRATION	REMINDER: Last day of testing window for Smarter Balanced English Language Arts & Mathematics (including Grade 12 Retest), and OAKS Online Science & Social Sciences (including Braille interface)	
JUNE 8	DATA COLLECTION	Last date for changes to be included in initial posting of Report Card data validations: − Assessment test records	***DISTRICT TEST COORDINATOR*** As test records are posted to Student Centered Staging on the ODE district secure website: − Verify that the demographic information on posted test records is correct. − Correct error records. − Supply accommodation codes if necessary. − Notify Regional ESD Partner if a posted record is not from a district student. − Apply administration codes for students not enrolled during test window, home schooled, students, etc.
JUNE 8	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: − Third Period Cumulative ADM 2017-18	
JUNE 8 @ 5 PM – JUNE 11	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports temporarily closed for processing	***DISTRICT TEST COORDINATOR*** − All 2017-18 test records will be unavailable for download or editing in order to generate non-participation (virtual) records. − 2017-18 Student Reports will also be unavailable during this time.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
BY JUNE 9	TEST ORDERING & REPORTING	All completed OAKS Online student scores available for Science & Social Sciences	**DISTRICT TEST COORDINATOR** − Preliminary Student Scores available in OAKS Online Reporting System within 1 business day of test completion. Final day of testing is June 8. − OAKS Science and Social Sciences records available in Student Centered Staging within 2 business days of test completion.
JUNE 12 BY 9 AM	DATA VALIDATION	Student Centered Staging, Secure Assessment Reports reopen (with non-participation virtual records generated from Spring Membership)	**DISTRICT TEST COORDINATOR** Review test records in Student Centered Staging to verify that demographic information in report reflects student demographics: − Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply administration codes for students not enrolled during test window, home schooled students, etc. − Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. − Notify submitter of Third Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. − Notify submitter of English Learners Collection if English Learners data on test records is incorrect.
JUNE 14 – AUGUST 24 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window for: − English Language Arts Student Performance − Mathematics Student Performance − Science Student Performance	**DISTRICT TEST COORDINATOR** − To validate assessment participation, performance, and growth data, go to the Achievement Data Insight application on the district secure website. − Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JUNE 15 – 17	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	**DISTRICT TEST COORDINATOR** − TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, June 15 until 7 p.m. PT on Sunday, June 17.
JUNE 18	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: − ESSA Title III: English Learners 2017-18 − Critical Validation – English Learners/Third Period Cumulative ADM	Contact: Kim Miller (503) 947-5712

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 22	TEST ORDERING & REPORTING	Test records from OAKS Online Science & Social Sciences Partial records available in the Student Centered Staging Application on the ODE district secure website	*DISTRICT TEST COORDINATOR* As test records are posted to Student Centered Staging on the ODE district secure website: – Verify that the demographic information on posted test records is correct, including program participation. – Correct error records. – Supply accommodation codes if necessary. – Notify Regional ESD partner if a posted record is not from a district student. – Apply administration codes for students not enrolled during test window, home schooled students, etc.
JUNE 28	TEST ORDERING & REPORTING	**Kindergarten Assessment 2018-19 Order Window Closes**	*DISTRICT TEST COORDINATOR* – **Order Kindergarten Assessment booklets for 2018-19 in the TIDE system on the OAKS Portal.**
JULY 2018			
JULY 2 @ 11:59 PM	DATA COLLECTION	Collection window closes for: – Class Roster 2017-18	Contact: Beth Blumenstein (503) 947-5767
JULY 2 @ 11:59 PM	DATA COLLECTION	Collection window closes for: – Discipline Incidents 2017-18	Contact: Elliot Field (503) 947-5797
JULY 2 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: – Freshman On-Track 2017-18	Contact: **Beth Blumenstein (503) 947-5767**
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 5 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Training for Class Size Validation 2017-2018	*DATA SUBMITTER* To participate in the webinar, go to the Video Training 2017-2018 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 6	TEST ORDERING & REPORTING	Test records from Smarter Balanced English Language Arts and Mathematics Partial records available in the Student Centered Staging Application on the ODE district secure website	*DISTRICT TEST COORDINATOR* As test records are posted to Student Centered Staging on the ODE district secure website: – Verify that the demographic information on posted test records is correct, including program participation. – Correct error records. – Supply accommodation codes if necessary. – Notify Regional ESD partner if a posted record is not from a district student. – Apply administration codes for students not enrolled during test window, home schooled students, etc.
JULY 9 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: – Annual Cumulative ADM 2017-18 (7/1 – 6/29)	Contact: **Amanda Hiaasen (503) 947-5674**
JULY 12 – 20	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: – Class Roster 2017-18	*DATA SUBMITTER* – The collection will be open during this period to allow districts to verify and correct their data submission.
JULY 12 - AUGUST 10	REPORT VALIDATION	Report Validation Window for: – Freshman On-Track 2017-18	*DATA SUBMITTER* – Video Training related to this collection is available on the Video Training 2017-2018 webpage.
JULY 12 – SEPTEMBER 14	REPORT VALIDATION	Report Validation Window for: – Class Size 2017-18	*DATA SUBMITTER* – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. – Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JULY 19 – 27	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: – Annual Cumulative ADM 2017-18 (covering the period from July 1, 2017 to June 29, 2018)	*DATA SUBMITTER* – The collection will be open during this period to allow districts to verify and correct their data submission. (Collection will be reopened for all districts to review the Audits list July 19-27. After July 27, full collection available for editing by request only.)

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 19 – AUGUST 6	REPORT VALIDATION	Report Validation Window for: — Emergency Certification	*DATA SUBMITTER* — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. — Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JULY 20	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: — Class Roster 2017-18	Contact: Beth Blumenstein (503) 947-5767
JULY 26 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: **School and District At-A-Glance 2017-2018**	To participate in the webinar, go to the Video Training 2017-2018 webpage.
JULY 26 – OCTOBER 3	REPORT VALIDATION	Report Validation Window for: — Preliminary School & District Report Card Rating Detail Report PDFs	Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JULY 26 – OCTOBER 3	REPORT VALIDATION	Report Validation Window for: — Preliminary School & District Report Card **At-A-Glance** PDFs	Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JULY 27	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: — Annual Cumulative ADM 2017-18	*DATA SUBMITTER* — The collection will be closed to audit reviews. (After July 27, full collection available for editing by request only.)
AUGUST 2018			
AUGUST 2 – SEPTEMBER 7	REPORT VALIDATION	Report Validation Window for: — Teacher Qualification	*DATA SUBMITTER* — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website.
AUGUST 6	REPORT VALIDATION	Report Validation Window Closes for: — Emergency Certification	*DATA SUBMITTER* — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. — Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 9 – SEPTEMBER 21	REPORT VALIDATION	Report Validation Window on ODE district secure website for: – Unsafe Schools (based on Discipline Incidents Collection) – Expulsions & Suspensions (based on Discipline Incidents Collection)	***DATA SUBMITTER*** – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. – Use the Ask a Question button on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Video Training related to this collection is available on the Video Training 2017-2018 webpage.
AUGUST 9 – SEPTEMBER 28	DATA COLLECTION	Collection Window for: – Report Card Narrative (Supplemental)	***DATA SUBMITTER*** – Video Training related to this collection is available on the Video Training 2017-2018 webpage.
AUGUST 10	REPORT VALIDATION	Report Validation Window Closes for: – Freshman On-Track 2017-18	***DATA SUBMITTER*** – Video Training related to this collection is available on the Video Training 2017-2018 webpage.
AUGUST 16 – 24	REPORT VALIDATION	Report Validation Window for: – Secure Test Results for 2017-18 (to be released to the public and press release on September 13, 2018)	***DISTRICT TEST COORDINATOR*** If the district has made changes to assessment test records after August 3: – Review preliminary Secure Test Results posted on the ODE district secure website to verify that demographic information in report reflects student demographics. Go to the Achievement Data Insight application on the district secure website. – Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply administration codes for students not enrolled during test window, home schooled students, etc.
AUGUST 24 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: – Not Chronically Absent – Student Enrollment	***DATA SUBMITTER*** – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. – Use the Ask a Question button on the district validation site if a collection needs to be opened in order to correct a prior data submission.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 24 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window Closes for: – English Language Arts Student Performance – Mathematics Student Performance – Science Student Performance	*DISTRICT TEST COORDINATOR* – Validation windows for ALL SUBJECTS close at 5 PM.
AUGUST 24	DATA COLLECTION	Last date for changes to be included in Final Report Card detail: – 2017-18 Assessment test records – Third Period Cumulative ADM 2017-18	
AUGUST 24 (@ 5 PM) – AUGUST 27	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports closed for Final processing	*DISTRICT TEST COORDINATOR* – All 2017-18 assessment records will be unavailable for download or editing. – 2017-18 Student Reports will also be unavailable during this time. – All 2017-18 assessment records will remain READ-ONLY after August 24, 2018.
AUGUST 28 BY 9 AM	INFORMATIONAL	Student Centered Staging, Secure Assessment Reports reopen (All subjects read-only for 2017-18)	
AUGUST 30 – SEPTEMBER 7	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window for: – Freshman On-Track 2017-18	Contact: **Beth Blumenstein (503) 947-5767**
SEPTEMBER 2018			
SEPTEMBER 3	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
SEPTEMBER 7	REPORT VALIDATION	Report Validation Window Closes for: – Teacher Qualification	Contact: **Caitlin McRae** (503) 947-2561
SEPTEMBER 7	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window Closes for: – Freshman On-Track 2017-18	Contact: **Beth Blumenstein (503) 947-5767**
SEPTEMBER 14	REPORT VALIDATION	Report Validation Window Closes for: – Class Size 2017-18	*DATA SUBMITTER* – Video Training related to this collection is available on the Video Training 2017-2018 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 14	DATA COLLECTION	Collection Window Closes for: – IUID (Instructional Unit Identifier) Collection 2017-18	*DATA SUBMITTER* – Video Training related to this collection is available on the Video Training 2017-2018 webpage.
SEPTEMBER 20	DATA REPORTING	REMINDER: 2017-18 Test Results available on ODE public website	*SUPERINTENDENT* – Prepare local press release, if necessary.
SEPTEMBER 21 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: – Unsafe Schools (based on Discipline Incidents Collection) – Expulsions & Suspensions (based on Discipline Incidents Collection)	*DATA SUBMITTER* – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. – Use the Ask a Question button on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Video Training related to this collection is available on the Video Training 2017-2018 webpage.
SEPTEMBER 28	DATA COLLECTION	Collection Window Closes for: – Report Card Narrative (Supplemental)	*DATA SUBMITTER* – Video Training related to this collection is available on the Video Training 2017-2018 webpage.
OCTOBER 2018			
OCTOBER 3	REPORT VALIDATION	Report Validation Window Closes for: – Preliminary School & District Report Card Rating Detail Report PDFs – Preliminary School & District Summary PDFs	Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
OCTOBER 4	ACCOUNTABILITY REPORTS	Final School & District Report Cards and Report Card Rating Detail PDFs available on District secure website	*SUPERINTENDENT* – Prepare local press release, if necessary.
NOVEMBER 2018			

NOVEMBER 13	ACCOUNTABILITY REPORTS	WEBINAR on Release of School & District Report Cards	*SUPERINTENDENT, PRINCIPALS, DATA SUBMITTERS*
			– Webinar to provide school district staff with a preview of Oregon's school and district report cards
			  – District Webinar: 9:30 AM
			  – Media Webinar: 11:30 AM

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 15	ACCOUNTABILITY REPORTS	Public Release of: — Final 2017-18 School & District Report Card At-A-Glance and Accountability Details	***SUPERINTENDENT*** — Prepare local press release, if necessary. ***DISTRICT TEST COORDINATOR*** — Download school and district report cards for 2017-18 for distribution to parents prior to January 15, 2019. Go to the Report Card Download webpage.

2017-2018 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS
Updated 9/6/2018

District Web Site: https://district.ode.state.or.us   ODE Public Site: http://www.ode.state.or.us

Reporting of Statewide Assessment Results

	Preliminary Student Scores available in OAKS Online Reporting System	Records available on **District Web Site** for: **Downloading & Editing (Student Centered Staging)**	**Downloading & Reporting (Accountability Warehouse Extract) Individual Student Reports & Class Rosters (Secure Assessment Reports 2.0)**
***OAKS Online K/S** – including OAKS Braille (Science, Social Sciences)*	Within 1 business day of test completion	Within 2 business days of test completion	Within 3 business days of test completion
***OAKS Extended Assessments** (English Language Arts, Mathematics, Science)*	N/A	May 11, 2018 (grade 12 only) May 25, 2018	May 11, 2018 (grade 12 only) May 25, 2018
ELPA21 (English Language Proficiency Assessments)	March 13, 2018 April 10, 2018 May 8, 2018 May 25, 2018	March 13, 2018 April 10, 2018 May 8, 2018 May 25, 2018	March 13, 2018 April 10, 2018 May 8, 2018 May 25, 2018
***Smarter Balanced** (English Language Arts, Mathematics)*	April 24 – June 30, 2018	April 24 – June 30, 2018	April 24 – June 30, 2018
***Kindergarten Assessment** (Approaches to Learning, Early Literacy, Early Math)*	N/A	N/A	N/A

***Student Centered Staging Downtime** (ELA & Math closed for downloading or editing)* **Student Reports will also be unavailable during this time**	June 1 (5:00 PM) – June 4, 2018 (processing for Report Card Rating Details) June 8 (5:00 PM) – June 11, 2018 (processing for Report Card Rating Details) August 24 (5:00 PM) – August 27, 2018 (processing for Final Report Cards, posted Test Results)

	Secure Test Results (in ADI – AGR Summary tab) available on **District WEB** (unsuppressed) https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx	**Public Test Results (formerly PAGR)** available on **ODE public website** (suppressed) TBA
***Test Results – Preliminary** (Preview for districts only - unsuppressed)*	August 16 - 24, 2018	
Test Results – Final	August 30, 2018	September 20, 2018

2017-2018 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS
Updated 10/8/2018

District Web Site: https://district.ode.state.or.us   ODE Public Site: http://www.oregon.gov/ode/

Reporting of School & District Report Cards and Details

Report Card Data Elements - **Validation** available on **District secure web site**	April 5 – September 21, 2018
Preliminary reports available on ODE District secure website for: - Report Card Ratings Detail PDFs	July **26** – October 3, 2018
Preliminary reports available on ODE District secure website for: - Report Card **At-A-Glance** PDFs	July 26 – October 3, 2018
LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in Final Report Card Detail & Summary	August 24, 2018
Report Card – Final for Preview **Final** School & District Report Card **At-A-Glance and Ratings** Detail sheets available on **District secure web site**	October 4, 2018
Report Card – Final posted **Final** School & District Report Card **At-A-Glance and Accountability** Detail sheets posted on **ODE public web site**	**November 15**, 2018

Revision History:

Date	Description	Page(s)
8/31/2017	**Deleted:** Dates for In-Person Training for districts that administered Logramos in spring 2017	5, 8
8/31/2017	**Added:** Date for Webinar Training for Kindergarten Assessment Collections 2017-18 on August 22, 2017	9
8/31/2017	**Revised:** Date for Webinar Training for IUID (Instructional Unit Identifier) Collection 2017-18 on October 5, 2017	13
8/31/2017	**Added:** Dates for Practice and Training Tests offline for updates October 24 - 31, 2017	15
8/31/2017	**Revised:** Date for Logramos materials arrive in districts on April 2, 2018	29
8/31/2017	**Revised:** Dates for Staff Assignment Collection Window to March 22 – April 20, 2018	29, 31
8/31/2017	**Revised:** Collection name for ESEA Title III: English Learners 2017-18	14, 31
8/31/2017	**Added:** OAKS Online TDS, TIDE, and ORS offline for scheduled maintenance April 20 - 22, 2018	31
8/31/2017	**Revised:** Date for Webinar Training for Class Roster Collection on April 25, 2018	32
8/31/2017	**Revised:** Dates for Staff Assignment Collection Review Window to May 3-11, 2018	34, 35
8/31/2017	**Revised:** Date for Webinar Training for Student Centered Staging (Editing/Checking Assessment Data) to May 10, 2018	34
8/31/2017	**Added:** Date for Kindergarten Assessment 2018-19 Order Window Closes on June 29, 2018	42
10/03/17	**Revised:** Date for Webinar Training for Staff Position Collection changed to December 6, 2017	20
10/03/17	**Added:** Training Webinar for the Staff Assignment Data Collection for 2017-18 on March 15, 2018	28
10/03/17	**Revised:** Date for Webinar Training for Accountability Reporting Validation changed to April 12, 2018	30
10/03/17	**Revised:** Date for Webinar Training for Class Roster 2017-18 changed to May 3, 2018	33
10/03/17	**Revised:** Date for Webinar Training for Class Size Validation changed to July 5, 2018	42
11/3/2017	**Revised:** Dates for Report Validation Window for Fall Membership 2017-18 to November 9, 2017 – January 26, 2018	18, 25
11/3/2017	**Revised:** Date for Report Validation Window Closes for Graduation Cohort, NCES Dropout Reports to December 8, 2017	20
1/16/2018	**Revised:** Date for PREVIEW of Final 2016-17 Dropout and Cohort Graduation Rate reports to January 4, 2018	22
1/16/2018	**Revised:** Dates for Institutions for Accountability Reporting Validation Window to April 19 – May 14, 2018	31, 36
1/16/2018	**Revised:** Dates for Report Validation Window for Student Validations to June 7 – August 24, 2018	39
1/16/2018	**Revised:** Dates for Report Validation Window for Freshman On-Track to July 5 – August 10, 2018	42, 45
3/8/2018	**Revised:** Contact for CumADM, Kindergarten Assessment, and Student Centered Staging	3
3/8/2018	**Revised:** Date for Boundary Calculator for Report Cards due to ODE to May 1, 2018	33
3/20/2018	**Revised:** Regional ESD Partners General Assessment Support Contact name for Regions 2 & 3	2
3/20/2018	**Revised:** Contact names for Cumulative ADM Collections, Report Card Narrative Collection	3, 43
3/20/2018	**Revised:** Date for Webinar Training for Freshman On-Track 2017-18 to May 8, 2018 @ 10:30 AM	34
3/20/2018	**Revised:** Date for Webinar Training for Student Centered Staging (Editing/Checking Assessment Data) to May 9, 2018	34
3/20/2018	**Revised:** Date for Webinar Training for School and District Report Card Details & School Ratings 2017-2018 to June 7, 2018	39
3/20/2018	**Revised:** Date for Webinar Training for School and District At-A-Glance 2017-2018 to July 26, 2018	44

Date	Description	Page(s)
3/20/2018	Revised: Date for Webinar Training for Report Card Narrative (Supplemental) Collection to August 9, 2018	44
3/20/2018	Revised: Date for Report Validation Window Opens for Preliminary School & District Report Card Rating Detail PDFs to July 26, 2018	44, 50
3/20/2018	Revised: Dates for Collection Window for Report Card Narrative (Supplemental) to August 9 – September 28, 2018	45, 47
5/2/2018	Revised: Regional ESD Partners General Assessment Support Contact names for Regions 2 & 3	2
5/2/2018	Revised: Contacts for Graduation, Freshman On-Track, IUID, Report Card Narrative, Report Card Validation, & Staff Assignment	3, 34, 35, 42, 46
5/2/2018	Revised: Dates for Kindergarten Assessment 2018-19 Order Window to May 24 – June 28, 2018	36, 42
5/2/2018	Revised: Date for Webinar Training for Achievement Data Insight & Student Enrollment Validations to May 31, 2018 at 10 AM	38
5/2/2018	Deleted: Validation Window for Student Mobility	39, 45
5/23/2018	Revised: Date for Webinar Training for Report Card Narrative (Supplemental) Collection to June 5, 2018	39
5/23/2018	Revised: Dates for Report Validation Window for Freshman On-Track to July 12 – August 10, 2018	43
9/6/2018	Revised: Date for 2017-18 Test Results available on ODE public website from September 13 to September 20, 2018	47, 49
9/6/2018	Revised: Date for Public Release of Final 2017-18 School and District Report Card At-A-Glance reports to October 25, 2018	48, 50
9/13/2018	Revised: Date for Public Release of Final 2017-18 School and District Report Card Accountability Details to October 25, 2018	48, 50
10/16/2018	Revised: Date for Webinar on Final 2017-18 School and District At-A-Glance, Accountability Details to November 13, 2018	47
10/16/2018	Revised: Date for Public Release of Final 2017-18 School and District At-A-Glance, Accountability Details to November 15, 2018	48, 50