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GENERAL ANNOUNCEMENTS

2024-25 DTC Designation Contact Form and Acknowledgement of Service

Each district needs to submit a 2024-25 District Test Coordinator and Information Only Designation Contact Form by **June 28, 2024**.

- ODE requires that districts annually designate a District Test Coordinator (DTC) using the [DTC and Information Only Contact Form](#).
 - This form is used to maintain ODE’s internal contact database and email listservs.
 - The form does not automatically grant access to the TIDE system.
 - The 2024-25 [DTC and Information Only Contact Form](#) can be found on the [ODE Test Administration website](#) under the ‘Forms’ section.
 - It must be completed and submitted online, with an attached [district superintendent signed version of the form](#), no later than **June 28, 2024**.
- Acknowledgement of Service will be a part of the June 12, 2024 DTC Webinar. If you are leaving the DTC position or retiring, we would like to acknowledge your service. Please use [this Google form to](#) let us know. The deadline for responses is **Friday, June 7, 2024**.
- Contact your [Regional ESD Partner](#) for help or additional information.
- Contact [Crys Plattner](#) for questions about the ‘Acknowledgement of Service’ recognition or certificate.

Assessment Advisory Committee Recruitment

The Oregon Department of Education (ODE) is recruiting for the Assessment Advisory Committee (AAC) for a two-year commitment between 2024-2026, renewable in 2026. This Committee **advises** the Director of Assessment & Student Reporting on: procedural and policy implications of Oregon’s assessment system, specific concerns related to equity and culturally responsive practices, and feasibility of proposed improvements to Oregon’s statewide assessment system.

The AAC provides one **source of input** that helps to shape decisions that are made in combination with other feedback and data, as well.

ODE encourages educators and district staff who embody these characteristics to apply:

- A strong equity lens
- Represent Oregon’s diverse communities, including those who identify as Black, American Indian/Alaska Native, Latino/a/x and other people of color
- Represent different regions around the state
- Currently hold one of the following roles: Classroom Teacher, Building Administrator, District Administrator, District Testing Coordinator, Site Testing Coordinator, ESD Staff Member, District/building staff working directly with families/caregivers who receive services through specific Title programs (Title IC, Title III, Title VI, Title X, etc.)
- Have experience in at least one of the following areas: administering the state tests and/or interims, coordinating state testing in a building, teaching and/or providing direct support to multilingual learners with English Learner status, teaching and/or providing direct support to students receiving special education services, supporting and/or facilitating professional learning about assessment and/or data literacy, working directly with families/caregivers to share test and/or assessment data, working directly with families/caregivers to provide services through specific Title programs (Title IC, Title III, Title VI, Title X, etc.)

Assessment Advisory Committee members are expected to attend quarterly, three-hour meetings which will be held remotely beginning in the fall of 2024. If you would like to apply or know of someone who would be interested, send letters of interest to ODE.AssessmentTeam@ode.oregon.gov by **June 23, 2024**. In the letter of interest, please include an interest statement and why you are uniquely qualified to participate.

DTC Office Hours REPEAT

The Assessment Team and ESD Partners are hosting optional office hours from 10:00-11:00 AM on each of the next four Fridays: **May 24, 31, and June 7**.

These sessions are an excellent time to ask any questions of ODE, ESD Partners, and other DTCs, and discuss issues pertinent to your district. Stay for the full hour or only as long as you need. [Register here](#) to receive a Zoom link for any or all sessions. Contact [ODE’s Assessment Team](#) with any questions about the office hours.

TEST ADMINISTRATION

SEED Survey Participation Update

As of May 20, over 100,000 SEED surveys have been submitted. That number represents about 15% of the students eligible to participate in the SEED survey. Thank you to everyone who has supported this first year of full participation across the state! With **four weeks remaining** in the survey window, please remind school staff to encourage students to complete and submit their SEED surveys. For question or comments, contact [Audrey Lingley](#), SEED Survey Education Specialist.

ACCOUNTABILITY & REPORTING

Summer Validations Training (Student Enrollment, Regular Attenders, and Student Mobility)

Training for three summer validations ([Student Enrollment](#), [Regular Attenders](#), and [Student Mobility](#)) will be held today, May 23, beginning at 2 pm. This training will be a live Zoom training with recording. The Zoom link and slide deck can be found on ODE's [Training Page](#). A link to the recording video should be posted within a week or two after the live training occurs. If you have questions about this training, please email [Paul Skomsvold](#), Research Analyst.