



[A&A Update Webpage](#)

Thursday, June 20, 2019

## General Announcements

### Test Administration

- ELPA
- Extended Assessment
- Kindergarten Assessment
- [English Language Arts](#)
- Mathematics
- Science
- Social Sciences

### Accessibility Supports

### Essential Skills

## Accountability & Reporting

### Questions and Answers

## CONTACTS

### Regional ESD Partners

### Who To Contact at ODE

## IMPORTANT DATES

For the weeks and months ahead

*Find all the Assessment & Accountability dates for the current school year in the*

## A&A CHECKLIST

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## GENERAL ANNOUNCEMENTS

### 2019-20 District Test Coordinator and Information Only Contact Forms **REPEAT**

This is a reminder that ODE requires districts to annually designate a District Test Coordinator (DTC) using the District Test Coordinator Designation Form. This form is used to maintain ODE’s internal contact database and email listservs. (Please note that this form does not automatically grant access to the TIDE system.) DTCs must register with ODE for the 2019-20 school year by **July 17, 2019**.

The [2019-20 District Test Coordinator and Information Only Contact Form](#) is now available on the ODE website. Forms must be completed, signed by the district superintendent, and submitted by July 17, 2019 to [Renée LeDoux](#) by e-mail or fax (503-378-5156).

For more information, please see the “2019-20 District Test Coordinator and Information Only Contact Forms” article posted in the [May 9 A&A Update](#).

## TEST ADMINISTRATION

### ENGLISH LANGUAGE ARTS

### English Language Arts & Literacy Instructional Materials Criteria Development **REPEAT**

This is a reminder that the Oregon Department of Education is currently accepting applications of teachers, curriculum specialists, and other experienced professionals for the 2019 English Language Arts & Literacy Instructional Materials criteria development. For more information, please see the “English Language Arts & Literacy Instructional Materials Criteria Development” article posted in the [June 6 A&A Update](#).

For questions, please contact [Jeremy Wartz](#) at 503-947-5736.

## ACCOUNTABILITY & REPORTING

### Class Roster Collection Closes July 1

The Class Roster Collection is closing at the end of the day on **Monday, July 1**. After the collection period closes, the records that have been submitted will be processed for audits. The Audit review window will open on **Thursday, July 11** after 1:00 PM and will remain open through the end of the day on **Friday, July 19**.

The purpose of the Class Roster Collection is to link teachers and students with instructional courses, and it is the source for the [Class Size Report](#). A web training was held on Thursday, May 2, and a recording of this training has been posted on [ODE's Video Training site](#). For more information, please see the [Class Roster Resources page](#), contact your [Regional ESD Partner](#), or the Class Roster data owner, [Ryan Clark](#) at 503-947-5632.

## Informal Accountability Webinars Starting on Tuesday, June 25

ODE will begin hosting webinars on **Tuesday, June 25 from 2:00 to 3:00 p.m. PDT** with a focus on accountability-related topics such as validations, indicator calculations, report card usage, and more. These webinars will take place on the last Tuesday of every month with an on-going open call to submit questions and topics of interest for the agenda. This could include sharing accountability-related practices (or research) being used (or implemented) in schools and districts.

A monthly reminder to submit agenda items and questions will be provided in the A&A Update prior to the webinar's scheduled date. If you have a topic that you would like to add to the agenda, please submit it through our "[Informal Accountability Webinar Open Call Agenda form](#)" or via email. **The general format for the webinars is provided below:**

- Sound check and address technical issues (5 minutes before)
- Welcome and meeting agenda (2 minutes)
- ODE accountability related information (15 minutes)
  - Follow-up items (or review of last month)
  - Upcoming dates and deadlines
  - Accountability Data corner
- Respond to questions or agenda items submitted (15 minutes)
- Open call to submit topics for next meeting (2 minutes)
- Adjourn

Please note that the webinar length will be flexible depending on content, with a minimum of 5-10 minutes up to a maximum of one hour. When you [register to participate](#) you will automatically be registered for all webinar dates in the series (for convenience). You are encouraged but not required to attend every webinar. **Here are the webinar dates:**

- Tue, Jun 25, 2019 2:00 PM - 3:00 PM PDT
- Tue, Jul 30, 2019 2:00 PM - 3:00 PM PDT
- Tue, Aug 27, 2019 2:00 PM - 3:00 PM PDT
- Tue, Sep 24, 2019 2:00 PM - 3:00 PM PDT
- Tue, Oct 29, 2019 2:00 PM - 3:00 PM PDT
- Tue, Nov 26, 2019 2:00 PM - 3:00 PM PST
- Tue, Dec 31, 2019 2:00 PM - 3:00 PM PST
- Tue, Jan 28, 2020 2:00 PM - 3:00 PM PST
- Tue, Feb 25, 2020 2:00 PM - 3:00 PM PST
- Tue, Mar 31, 2020 2:00 PM - 3:00 PM PDT
- Tue, Apr 28, 2020 2:00 PM - 3:00 PM PDT
- Tue, May 26, 2020 2:00 PM - 3:00 PM PDT

If you have any questions or comments about this webinar series, please reach out to [Surbhi Singh](#) at 503-947-5905.

## Social Sciences Partial Test Records and Key Dates for Summer 2019

Social Sciences partial test records (any test where the student completed one or more questions, but never finished the test) will be available on **Friday, June 21** in the Student Centered Staging, Accountability Warehouse Extract (AWE) and Secure Assessment Reports (SAR) applications. (If you do not have access to these applications, please contact your [district security administrator](#).)

Social Sciences records where the student completed 1-4 questions have a Test Attempted flag of 'P' and no scores or performance levels. Records where the student completed 5 or more questions have a Test Attempted flag of 'Y,' a Rescore flag of 'Y' and an adjusted total score (no strand scores) and performance levels.

Be sure to resolve errors in Student Centered Staging before downloading or reviewing records online so that the data is as accurate as possible. Please contact your [Regional ESD Partner](#) for more information or for assistance accessing these records.

**Schedule of Collections and Validations (that impact accountability reports):**

**July 8** - Annual Cumulative ADM collection closes

**July 11 - August 9** – Report Validation Window for Ninth Grade On-Track

**July 11 - Sept 13** – Report Validation Window for Class Size

**July 18 - August 23** – Report Validation Window for On Track to English Language Proficiency (ELP)

**August 1 - August 23** – Report Validation Window for Student Mobility

**July 18 - September 20** – At-A-Glance Narrative Collection window

**August 23** – Last day for changes in Student Centered Staging (to be reflected in Public release of Accountability Details and State Test Results)

**August 23** – Last day for changes in Third Period Cumulative ADM (to be reflected in Public release of Accountability Details and State Test Results)

**August 23** – Validations close for Regular Attenders, Student Enrollment, Student Mobility, Staff Turnover, English Language Arts Student Performance, Mathematics Student Performance, and On Track to English Language Proficiency

For more upcoming reporting deadlines, please see the [Assessment & Accountability Checklist](#).

**At-A-Glance Narrative Collection Training, June 20 REPEAT**

The 2018-19 At-A-Glance Narrative [web training](#) is scheduled for Thursday, **June 20 at 2:00 p.m.** For more information, please read the “At-A-Glance Narrative Collection Training, June 20” article posted in the [June 13 A&A Update](#).

If you have any questions, please contact your [Regional ESD Partner](#) or [Elyse Bean](#) at 503-947-5831.