

A&A CHECKLIST

2016-17 SCHOOL YEAR

www.oregon.gov/ode/schools_and_districts/Pages/Key_Dates_Accountability_Reporting.aspx

THIS DOCUMENT PROVIDES:

- Assessment testing windows for the 2016 17 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 2016 17 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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REVISION HISTORY BEGINS ON PAGE: 48

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

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2016-17 SCHOOL YEAR

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REGIONAL ESD PARTNERS

GENERAL ASSESSMENT SUPPORT

Region 1 – Willamette ESD

Amy Rockwell

1-800-970-8372 ext. 1

helpdesk@wesd.org

Regions 2 & 3 – InterMountain ESD

Connie Lobato

1-800-706-4447 ext. 3220

connie.lobato@imesd.k12.or.us

DATA COLLECTION SUPPORT

Regions 1, 2 & 3 – InterMountain ESD

Karen Brown Smith

1-800-706-4447 ext. 3124

karen.brown@imesd.k12.or.us

Peter Campbell

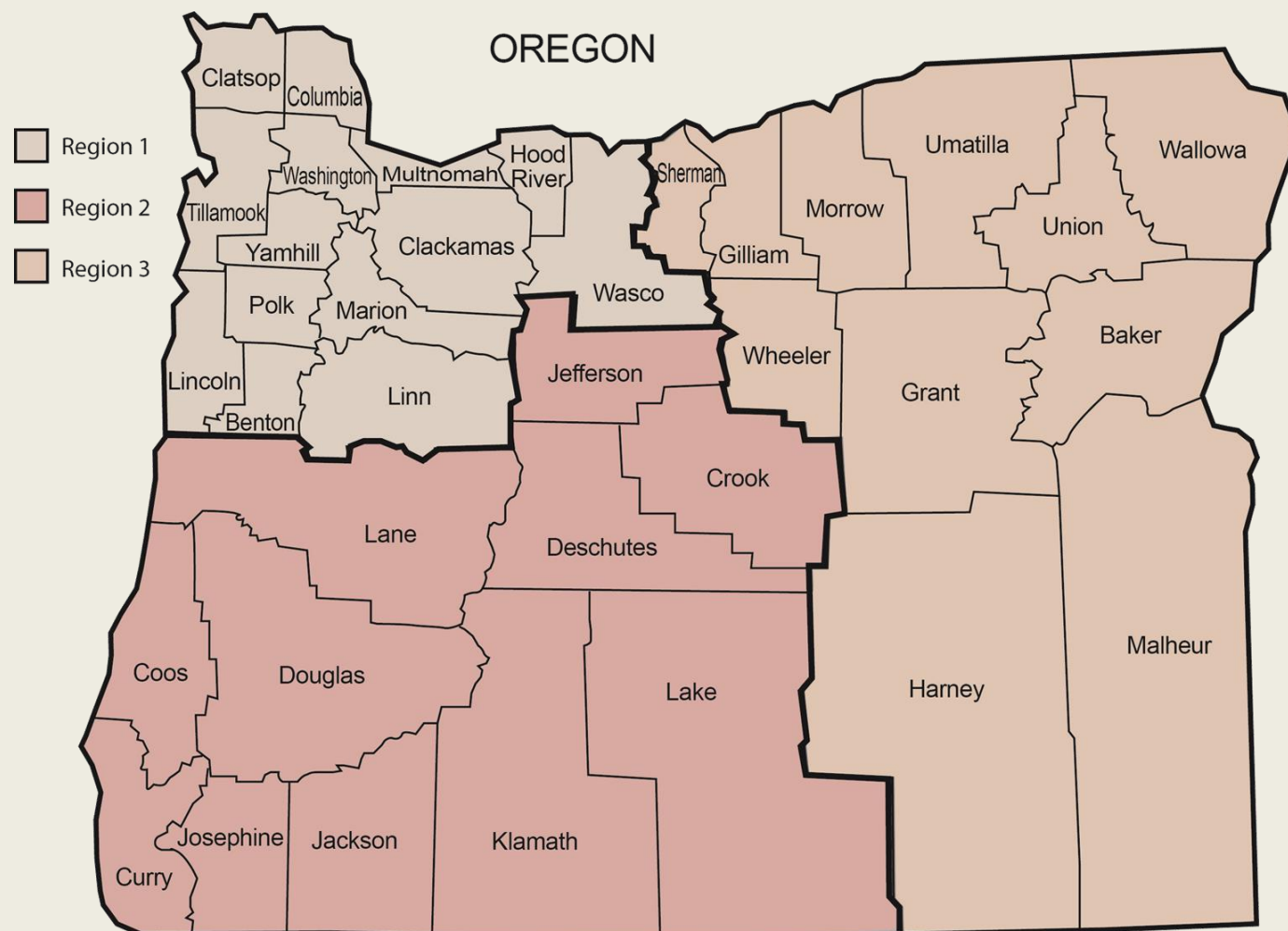
1-800-706-4447 ext. 3203

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2016-17 SCHOOL YEAR

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ODE DATA OWNERS AND TOPIC CONTACTS

Accountability Reports	Jon Wiens	ODE	503-947-5764	jon.wiens@state.or.us
Assessment of Essential Skills	Cristen McLean	ODE	503-947-5841	cristen.mclean@state.or.us
Class Roster	Beth Blumenstein	ODE	503-947-5767	beth.blumenstein@state.or.us
Class Size	Isabella Jacoby	ODE	503-947- 5878	isabella.jacoby@state.or.us
Cumulative ADM Collections	Emily Bowen	ODE	503-947-5831	emily.bowen@state.or.us
Cumulative ADM Exit Adjustment Graduate/Dropout Reporting	Isabella Jacoby	ODE	503-947-5878	isabella.jacoby@state.or.us
ESSA Title III English Learners, Recent Arrivers	Kim Miller	ODE	503-947-5712	kim.a.miller@state.or.us
Extended Assessment	Brad Lenhardt	ODE	503-947-5755	brad.lenhardt@state.or.us
Fall Membership	Beth Blumenstein	ODE	503-947- 5767	beth.blumenstein@state.or.us
Freshman On Track	Isabella Jacoby	ODE	503-947-5878	isabella.jacoby@state.or.us
Instructional Unit Identifier (IUID)	Leah Thorp	ODE	503-947-2561	leah.thorp@state.or.us
Kindergarten Assessment	Amber Helvie	ODE	503-947-5928	amber.helvie@state.or.us
Logramos (Spanish Assessment)	Kelly Slater	ODE	503-947- 5741	kelly.slater@state.or.us
National Assessment of Educational Progress (NAEP)	Beth LaDuca	ODE	503-947-5836	beth.laduca@state.or.us
PSAT/NMSQT®	Karly Nelson-Aparicio	College Board	541-704-5122	knelson-aparicio@collegeboard.org
Report Card Narrative (Supplemental) Collection	Isabella Jacoby	ODE	503-947-5878	isabella.jacoby@state.or.us
Report Card Validation	Josh Rew	ODE	503-947-5845	josh.rew@state.or.us
Secure Assessment Reports Student Centered Staging	Cindy Barrick Jordan Heide	ODE	503-947-5822 503-947-5905	cindy.barrick@state.or.us jordan.heide@state.or.us
Staff Assignment	Leah Thorp	ODE	503-947-2561	leah.thorp@state.or.us
Staff Position	Beth Blumenstein	ODE	503-947-5767	beth.blumenstein@state.or.us

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 2016			
JULY 1 @ 11:59 PM	DATA COLLECTION	Collection window closes for: — Discipline Incidents 2015-16	Contact: Blake Whitson (503) 947-5989 or blake.whitson@state.or.us
JULY 7 – 15	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review window for: — Class Roster 2015-16	DATA SUBMITTER — The collection will be open during this period to allow districts to verify and correct their data submission. — After July 15, access to Class Roster data submissions will be by extension request only.
JULY 7 – AUGUST 12	REPORT VALIDATION	Report Validation Window for: — Freshman on Track 2015-16	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: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx — Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=250
JULY 7 – SEPTEMBER 20	REPORT VALIDATION	Report Validation Window for: — Class Size 2015-16	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: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx — Video Training related to collections and validations is available at https://district.ode.state.or.us/search/page/?id=250
JULY 11 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: — Freshman On Track 2015-16	Contact: Isabella Jacoby (503) 947-5878 or isabella.jacoby@state.or.us
JULY 11 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: — Annual Cumulative ADM 2015-16 (7/1 – 6/30)	Contact: Emily Bowen (503) 947-5831 or emily.bowen@state.or.us
JULY 14 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Report Card Narrative (Supplemental) Collection 2015-16	DATA SUBMITTER — To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=250
JULY 14 – SEPTEMBER 23	DATA COLLECTION	Collection Window for: — Report Card Narrative (Supplemental)	Contact: Isabella Jacoby (503) 947-5878 or isabella.jacoby@state.or.us

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 15	DATA COLLECTION	Data Collection Audit Review Window Closes for: — Class Roster 2015-16	Contact: Beth Blumenstein (503) 947-5767 or beth.blumenstein@state.or.us
JULY 21 – 29	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: — Annual Cumulative ADM 2015-16 (covering the period from July 1, 2015 to June 30, 2016)	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 21-29. After July 29, full collection available for editing by request only.)
JULY 21 – OCTOBER 5	REPORT VALIDATION	Report Validation Window for: — Preliminary School & District Report Card Rating Detail Report PDFs	Video Training related to collections and validations is available at https://district.ode.state.or.us/search/page/?id=250
JULY 27 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Report Card Summary	To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=250
JULY 28 – OCTOBER 5	REPORT VALIDATION	Report Validation Window for: — Preliminary School & District Report Card Summary PDFs	Video Training related to collections and validations is available at https://district.ode.state.or.us/search/page/?id=250
JULY 29 @ 11:59 PM	DATA COLLECTION AUDIT REVIEW	District Data Collection Audit Review Window closes for: — Annual Cumulative ADM 2015-16	DATA SUBMITTER — The collection will be closed to Audit reviews. (After July 29, full collection available for editing by request only.)
AUGUST 2016			
AUGUST 1 – 5	TEST ADMINISTRATION	Delivery Window 1 for 2016-17 Kindergarten Assessment Booklets	DISTRICT TEST COORDINATOR — Receive and inventory all test materials. If order quantities are incorrect, contact your Regional ESD Partner . — Maintain the security of all test materials in accordance with Section 2 – Test Security of the 2016-17 Test Administration Manual .
AUGUST 4 11 AM – NOON	TRAINING	IN-PERSON Training at Summer Assessment Institute for staff in districts that administered Logramos in spring 2016	DISTRICT TEST COORDINATOR AND SPANISH ASSESSMENT STAFF — Logramos is an optional assessment for districts identified who volunteered and who were selected to participate. — Riverside staff will provide an overview of Logramos, the DataManager platform used to deliver test results, and score reports, as well as train district staff on how to access student results and how to download various reports.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 4 – SEPTEMBER 2	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> – Highly Qualified Teachers (HQT) – Emergency Certification 	DATA SUBMITTER <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx – Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=250
AUGUST 9 – OCTOBER 20	TEST ADMINISTRATION	2016-17 Kindergarten Assessment Testing Window: <ul style="list-style-type: none"> – Early Literacy – Early Mathematics – Approaches to Learning 	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – 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 2016-17 Test Administration Manual.
AUGUST 10	TRAINING	Last day to make arrangements for DTC Kindergarten Assessment make-up training	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – 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 25, 2016 or August 17, 2016 trainings. – ODE-provided Kindergarten Assessment Trainings are a required component of Annual DTC Training for districts supporting Kindergarten programs.
AUGUST 10 @ 5 PM	ACCOUNTABILITY REPORTS	School and District Report Card Appeals due to ODE	SUPERINTENDENT <ul style="list-style-type: none"> – Request appeal of Report Card data if appropriate. Appeal form is available at http://www.oregon.gov/ode/schools-and-districts/reportcards/reportcards/Pages/Report-Card-Policy.aspx.
AUGUST 11 – 19	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> – Secure Test Results for 2015-16 (to be released to the public and press release on September 8, 2016) 	DISTRICT TEST COORDINATOR <p>If the district has made changes to assessment test records after July 29:</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx – 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 11 – SEPTEMBER 23	REPORT VALIDATION	Report Validation Window on ODE district secure website for: <ul style="list-style-type: none"> – Unsafe Schools (based on Discipline Incidents Collection) – Expulsions & Suspensions (based on Discipline Incidents Collection) 	DATA SUBMITTER <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx – Contact Blake Whitson at blake.whitson@state.or.us if you have questions or if corrections are needed. – Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=250
AUGUST 11 – OCTOBER 31	DATA COLLECTION	Data Entry Window for: <ul style="list-style-type: none"> – 2016-17 Kindergarten Assessment <ul style="list-style-type: none"> – Early Literacy – Early Mathematics – Approaches to Learning 	DATA SUBMITTER <ul style="list-style-type: none"> – 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 at https://district.ode.state.or.us/search/page/?id=257
AUGUST 12 @ 5 PM	REPORT VALIDATION	Report Validation Window closes for: <ul style="list-style-type: none"> – Freshman on Track 2015-16 	DATA SUBMITTER <ul style="list-style-type: none"> – Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=250
AUGUST 15 9 AM – NOON	TRAINING	IN-PERSON Training at NW Regional ESD (5825 NE Ray Circle, Hillsboro) for staff in districts that administered Logramos in spring 2016	DISTRICT TEST COORDINATOR AND SPANISH ASSESSMENT STAFF <ul style="list-style-type: none"> – Logramos is an optional assessment for districts identified who volunteered and who were selected to participate. – Riverside staff will provide an overview of Logramos, the DataManager platform used to deliver test results, and score reports, as well as train district staff on how to access student results and how to download various reports.
AUGUST 17 9 - 10 AM	TRAINING	WEBINAR: ODE-provided Kindergarten Assessment Training (Required Component of Annual DTC Training for districts supporting Kindergarten programs)	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – Kindergarten Assessment training is required for District Test Coordinators and anyone who will administer Oregon's Kindergarten Assessment in 2016-17. – Prior to this training, DTCs must independently review the 2016-17 ODE-provided recorded training modules posted to 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.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 18 – 26	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window for: <ul style="list-style-type: none"> – Freshman On-Track 2015-16 	DATA SUBMITTER <ul style="list-style-type: none"> – 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.
AUGUST 19 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> – Student Attendance – Not Chronically Absent – Student Enrollment 	DATA SUBMITTER <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.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. – No changes to Third Period Cumulative ADM will be allowed after August 19 at 5 PM.
AUGUST 19 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window (all subjects) Close for: <ul style="list-style-type: none"> – English Language Arts Student Performance – Mathematics Student Performance – Science Student Performance 	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – Validation windows for ALL SUBJECTS close at 5 PM.
AUGUST 19 @ 5 PM	DATA COLLECTION	Last date for changes to be included in Final Report Cards and Final Test Results: <ul style="list-style-type: none"> – 2015-16 Assessment test records – Third Period Cumulative ADM 2015-16 	
AUGUST 19 @ 5 PM – AUGUST 22	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports closed for final processing	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – All 2015-16 assessment records will be unavailable for download or editing. – All 2015-16 assessment records will remain READ-ONLY after August 19. – 2015-16 Student Reports will also be unavailable during this time.
AUGUST 22 – 26	TEST ADMINISTRATION	Delivery Window 2 for 2016-17 Kindergarten Assessment Booklets	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – Receive and inventory all test materials. If order quantities are incorrect, contact your Regional ESD Partner. – Maintain the security of all test materials in accordance with Section 2 – Test Security of the 2016-17 Test Administration Manual.
AUGUST 23 BY 9 AM	INFORMATIONAL	Student Centered Staging, Secure Assessment Reports reopen (all subjects read-only for 2015-16)	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 23 @ 2 PM	TRAINING	WEBINAR: Kindergarten Assessment Collections 2016-17	DATA SUBMITTER <ul style="list-style-type: none"> ODE-provided Kindergarten Assessment Data Collection Training is strongly recommended for all districts supporting Kindergarten programs. To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257 This webinar will be repeated on September 22 from 2 - 3:30 PM PT.
AUGUST 26	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window Closes for: — Freshman On-Track 2015-16	Contact: Isabella Jacoby (503) 947-5878 or isabella.jacoby@state.or.us
AUGUST 26 – 28	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, August 26 until 7 p.m. PT on Sunday, August 28.
AUGUST 30	TEST ADMINISTRATION	Deadline for receipt of completed SSD accommodations requests for PSAT/NMSQT®	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> For PSAT/NMSQT® resources and deadlines, go to http://www.oregon.gov/ode/educator-resources/assessment/Pages/PSAT.aspx.
AUGUST 31	TEST ADMINISTRATION	Deadline for schools to order tests using the pre-administration option for PSAT/NMSQT®	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Participating schools receive answer sheets and supervisor's manuals by September 14. For PSAT/NMSQT® resources and deadlines, go to http://www.oregon.gov/ode/educator-resources/assessment/Pages/PSAT.aspx.
SEPTEMBER 2016			
SEPTEMBER 1	DATA REPORTING	2015-16 Kindergarten Assessment Results Look-Back Report available on ODE public website	SUPERINTENDENT <ul style="list-style-type: none"> Prepare local press release, if necessary.
SEPTEMBER 2	TEST ADMINISTRATION	Last date to reduce test orders for PSAT/NMSQT®	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> For PSAT/NMSQT® resources and deadlines, go to http://www.oregon.gov/ode/educator-resources/assessment/Pages/PSAT.aspx.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 2	REPORT VALIDATION	Report Validation Window closes for: <ul style="list-style-type: none"> Highly Qualified Teachers (HQT) Emergency Certification 	DATA SUBMITTER <ul style="list-style-type: none"> Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=250
SEPTEMBER 8	DATA REPORTING	REMINDER: 2015-16 Test Results available on ODE public website	SUPERINTENDENT <ul style="list-style-type: none"> Prepare local press release, if necessary.
SEPTEMBER 13 @ 2 PM	DATA COLLECTION	WEBINAR: First Period Cumulative ADM Collection 2016-17	DATA SUBMITTER <ul style="list-style-type: none"> To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
SEPTEMBER 15	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2016-17 school year	Contact: Emily Bowen (503) 947-5831 or emily.bowen@state.or.us
SEPTEMBER 16	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> IUID (Instructional Unit Identifier) Collection 2015-16 	DATA SUBMITTER <ul style="list-style-type: none"> Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=250
SEPTEMBER 20	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> Class Size 2015-16 	DATA SUBMITTER <ul style="list-style-type: none"> Video Training related to collections and validations is available at https://district.ode.state.or.us/search/page/?id=250
SEPTEMBER 22 @ 9 AM	TRAINING	WEBINAR: ESSA Title III: English Learners Collection 2016-17	DATA SUBMITTER <ul style="list-style-type: none"> To participate in the webinar, go to: https://global.gototraining.com/ojoin/553205356235085057/5039991240051374341
SEPTEMBER 22 @ 2 PM	TRAINING	WEBINAR: Kindergarten Assessment Collections 2016-17	DATA SUBMITTER <ul style="list-style-type: none"> ODE-provided Kindergarten Assessment Data Collection Training is strongly recommended for all districts supporting Kindergarten programs. To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
SEPTEMBER 23	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 <ul style="list-style-type: none"> Remind NAEP coordinators of selected schools to register for the MyNAEP website and, if needed, to submit test date change requests (https://www.mynaep.com).

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 23 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> – Unsafe Schools (based on Discipline Incidents Collection) – Expulsions & Suspensions (based on Discipline Incidents Collection) 	DATA SUBMITTER <ul style="list-style-type: none"> – Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=250
SEPTEMBER 23 @ 6 PM	TEST ADMINISTRATION	Deadline to increase tests book orders and to order non-standard test formats for SSD at www.collegeboard.org/school .	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – For PSAT/NMSQT® resources and deadlines, go to http://www.oregon.gov/ode/educator-resources/assessment/Pages/PSAT.aspx.
SEPTEMBER 23 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> – Report Card Narrative (Supplemental) 	DATA SUBMITTER <ul style="list-style-type: none"> – Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=250
SEPTEMBER 29 – OCTOBER 28	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> – First Period Cumulative ADM for 2016-17 (7/1 – 10/1) 	DATA SUBMITTER <ul style="list-style-type: none"> – Review business rules and instructions prior to submission at: 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 <i>verify</i> under Status Tracking. – Save a production download for your records. – Video Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=257
SEPTEMBER 30 – OCTOBER 2	TEST ADMINISTRATION	OAKS Online Test Delivery System (TDS) (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, September 30 until 7 p.m. PT on Sunday, October 2.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 2016			
OCTOBER 1 – NOVEMBER 4	TRAINING	2016-17 Test Administration and Security Training modules posted to ODE website	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – 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 – Overview of the <u>2016-17 Test Administration Manual</u>. – The 2016-17 ODE-provided recorded training modules are available at http://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Training-Materials.aspx between October 1 and November 4, 2016.
OCTOBER 5	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> – Preliminary School & District Report Card Summary and Rating Detail Report PDFs 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> – Video Training related to collections and validations is available at https://district.ode.state.or.us/search/page/?id=250
OCTOBER 6	ACCOUNTABILITY REPORTS	Final 2015-16 School & District Report Cards and Report Card Rating Detail Reports available on district secure website	<i>SUPERINTENDENT</i> <ul style="list-style-type: none"> – Prepare local press release, if necessary.
OCTOBER 6 – DECEMBER 6	TEST ORDERING & REPORTING	ELPA21 Braille Order Window	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – ELPA21 Braille must be ordered during this order window.
OCTOBER 6 @ 2 PM	DATA COLLECTION	WEBINAR: IUID (Instructional Unit Identifier) Collection 2016-17	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> – To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
OCTOBER 11 @ 11 AM	ACCOUNTABILITY REPORTING	WEBINAR: Release of School and District Report Cards	<i>SUPERINTENDENT, PRINCIPALS, DATA SUBMITTERS</i> <ul style="list-style-type: none"> – Webinar to provide school district staff with a preview of Oregon's school and district report cards
OCTOBER 13 @ 2 PM	DATA COLLECTION	WEBINAR: Cumulative ADM Exit Adjustment 2015-16 (Part 1 of 2 for Reporting Dropouts & Cohort Graduation; see Part 2 on October 20)	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> – To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 13	ACCOUNTABILITY REPORTS	Public Release of: <ul style="list-style-type: none"> Final 2015-16 School & District Report Cards and Report Card Rating Detail Reports 	<p>SUPERINTENDENT</p> <ul style="list-style-type: none"> Prepare local press release, if necessary. <p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Download school and district report cards for 2015-16 for distribution to parents prior to January 15, 2017. Go to: http://www.ode.state.or.us/data/reportcard/reports.aspx
OCTOBER 13 – NOVEMBER 21	DATA COLLECTION	Fall Collection Window for: <ul style="list-style-type: none"> ESSA Title III: English Learners 2016-17 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=126 or 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 <i>verify</i> under Status Tracking. Save a production download for your records. Video Training related to this collection is available at: http://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Directors.aspx
OCTOBER 13 – NOVEMBER 28	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> Cumulative ADM Exit Adjustment 2015-16 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> Review and update end date codes, diploma type codes, withdrawal factors, and Essential Skills fields in 2015-16 Annual Cumulative ADM data. Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=257
OCTOBER 13 – SEPTEMBER 15, 2017	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> IUID (Instructional Unit Identifier) Collection 2016-17 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=257
OCTOBER 14	TRAINING	Deadline to sign up for required 2016-17 DTC Training Webinar: <ul style="list-style-type: none"> November 8, 2016, 3:00-4:30 PM PDT November 9, 2016, 9:00-10:30 AM PDT November 10, 2016, 3:00-4:30 PM PDT 	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> ODE's authorized ESD Partner will provide one make up training session as needed in December 2016 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 <u>Regional ESD Partner</u> by November 15, 2016.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 15 - OR - OCTOBER 19 - OR - NOVEMBER 2	TEST ADMINISTRATION	PSAT/NMSQT® testing	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> 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 19 is the preferred administration date for the PSAT/NMSQT®. Schools with conflicts may opt to administer the test on October 15 or November 2. 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 November 2 date to serve as a make-up for students absent on October 19. Return PSAT/NMSQT® materials by November 18, with the list of fee waivers for qualifying juniors.
OCTOBER 18	ACCOUNTABILITY REPORTS	Not Chronically Absent report for 2015-16 posted on ODE public website	To download the Not Chronically Absent report, go to: http://www.oregon.gov/ode/schools-and-districts/reportcards/reportcards/Pages/Accountability-Measures.aspx .
OCTOBER 20	ACCOUNTABILITY REPORTS	Class Size report for 2015-16 posted on ODE public website	To download the Class Size report, go to: http://www.oregon.gov/ode/reports-and-data/Pages/Class-Size-Report.aspx .
OCTOBER 20 @ 2 PM	REPORT VALIDATION	WEBINAR for: <ul style="list-style-type: none"> NCES Dropout Report and HS Completer Report for 2015-16 and Graduation Cohort 4-year and 5-year Reports for 2015-16 (Part 2 of 2 for Reporting Dropouts & Cohort Graduation; see Part 1 on October 13) 	DATA SUBMITTER <ul style="list-style-type: none"> To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
OCTOBER 20	TEST ADMINISTRATION	2016-17 Kindergarten Assessment Test Window Closes: <ul style="list-style-type: none"> Early Literacy Early Mathematics Approaches to Learning 	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> 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 2016-17 Test Administration Manual.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 20 - 26	TEST ADMINISTRATION	Test Information Distribution Engine (TIDE) of OAKS Online is offline for updates	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — The Test Information Distribution Engine (TIDE) will be offline from Tuesday, October 25 through Monday, October 31, 2016 and will re-open for the 2016-17 academic year on Tuesday, November 1, 2016 at 8 a.m. PT. As a reminder, all institution-level users will be deleted from TIDE as part of the 2016-17 update. — Districts are encouraged to download a file with institution-level users by 7:00 p.m. PT on Monday, October 24. These users can then be uploaded into TIDE after TIDE re-opens on November 1. (Note: If you are unable to download users by October 24, your <u>Regional ESD Partner</u> will be available to assist you once TIDE re-opens.)
OCTOBER 21	DATA COLLECTION	Deadline for NAEP coordinators of selected schools to complete the “Provide School Information” section of the MyNAEP website (https://www.mynaep.com)	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — Remind NAEP coordinators of selected schools to complete the “Provide School Information” section of the MyNAEP website (https://www.mynaep.com).
OCTOBER 27	TEST ADMINISTRATION	TIDE available through the OAKS Portal (http://oaksportal.org/)	<i>DISTRICT TEST COORDINATOR</i> <p>Instructions for creating or modifying user accounts and viewing or editing student information are included in the TIDE User Guide, available online at http://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Administration.aspx.</p> <ul style="list-style-type: none"> — Add new users — View/edit student information and student settings — Search for students — View/edit student restrictions

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 27 – DECEMBER 9 (TENTATIVE)	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> – NCES Dropout Report and HS Completer Report for 2015-16 – Graduation Cohort 4-year and 5-year Reports for 2015-16 	DATA SUBMITTER <ul style="list-style-type: none"> – Check that all schools are included in the validation and that ADM End Date Codes are accurately reported in the 2015-16 Annual ADM Collection. Revisions are made in the Exit Adjustment Collection. – Adjustments to outcome data prior to 2015-16 can be made by submitting a program type 14 record to 2015-16 Annual Cumulative ADM. To request to have this collection opened, please email Emily Bowen at emily.bowen@state.or.us, and CC your Regional ESD Partner. See https://district.ode.state.or.us/apps/info/docs/Prog14Guidance_09252014.pdf for more information. – Cohort Report will include the four-year cohort graduation rate (students first entering high school in 2012-13) and five-year cohort graduation rate (students first entering high school in 2011-12). – Go to: https://district.ode.state.or.us/ and access the Achievement Data Insight (ADI) application. The 2015-16 rates are available under Reporting Year 2016-2017. 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 28 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> – First Period Cumulative ADM for 2016-17 (7/1 – 10/1) 	
OCTOBER 28 – 30	TEST ADMINISTRATION	OAKS Online Test Delivery System (TDS) (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, October 28 until 7 p.m. PT on Sunday, October 30.
OCTOBER 31 @ 11:59 PM	DATA COLLECTION	Data Entry Window Closes for: <ul style="list-style-type: none"> – 2016-17 Kindergarten Assessment <ul style="list-style-type: none"> – Early Literacy – Early Mathematics – Approaches to Learning 	DATA SUBMITTER <ul style="list-style-type: none"> – 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 <i>verify</i> under Status Tracking. – Save a production download for your records. – Video Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=257

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 2016			
NOVEMBER 1	TEST ADMINISTRATION	2016-17 Online Practice Tests Available: <ul style="list-style-type: none"> – OAKS Online (Science & Social Sciences) – Smarter Balanced (ELA & Math) – ELPA21 	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – 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.
NOVEMBER 1 – 17	TRAINING	OAKS Extended Assessment Qualified Trainer Training	<i>DISTRICT TEST COORDINATOR</i> All trainings will be held using the webinar system or in person this year. <ul style="list-style-type: none"> – Nov 1 InterMountain ESD (Pendleton) – Nov 3 High Desert ESD (Redmond) – Nov 10 Southern Oregon ESD (Medford) – Nov 15 Northwest Regional ESD (Hillsboro) – Nov 17 Willamette ESD (Salem)
NOVEMBER 3 – 14	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> – First Period Cumulative ADM 2016-17 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> – 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 at https://district.ode.state.or.us/search/page/?id=257
NOVEMBER 4	TRAINING	Deadline for completing required DTC Training Survey	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – Complete the ODE-provided Training Survey posted to http://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Training-Materials.aspx by November 4, 2016.
NOVEMBER 8 – 10	TRAINING	Required 2016-17 DTC Training Webinar: <ul style="list-style-type: none"> – November 8, 2016, 3:00-4:30 PM PDT – November 9, 2016, 9:00-10:30 AM PDT – November 10, 2016, 3:45-5:15 PM PDT 	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – 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 2016 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 <u>Regional ESD Partner</u> by November 15, 2016.
NOVEMBER 11	INFORMATIONAL	ODE is closed for Veteran's Day.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 14	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: — First Period Cumulative ADM 2016-17	
NOVEMBER 14 – DECEMBER 5	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: — 2016-17 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 at https://district.ode.state.or.us/search/page/?id=257
NOVEMBER 14 – JANUARY 13	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 17	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 1 InterMountain ESD (Pendleton) — Nov 3 High Desert ESD (Redmond) — Nov 10 Southern Oregon ESD (Medford) — Nov 15 Northwest Regional ESD (Hillsboro) — Nov 17 Willamette ESD (Salem)
NOVEMBER 17 – JANUARY 27	REPORT VALIDATION	Report Validation Window for: — Fall Membership 2016-17	DATA SUBMITTER — Review student enrollment for Districts/Schools. — Go to: https://district.ode.state.or.us/ and access the Achievement Data Insight (ADI) application. 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 Beth Blumenstein at beth.blumenstein@state.or.us and CC your <u>Regional ESD Partner</u> 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 10/04/2016.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 18	TEST ADMINISTRATION	Deadline to submit completed fee-waiver rosters for PSAT/NMSQT® qualifying juniors	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> For PSAT/NMSQT® resources and deadlines, go to: http://www.oregon.gov/ode/educator-resources/assessment/Pages/PSAT.aspx.
NOVEMBER 18 – 20	TEST ADMINISTRATION	OAKS Online Test Delivery System (TDS) (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, November 18 until 7 p.m. PT on Sunday, November 20.
NOVEMBER 21 @ 11:59 PM	DATA COLLECTION	Fall Collection Window Closes for: <ul style="list-style-type: none"> ESEA Title III: English Learners 2016-17 	Contact: Kim Miller (503) 947-5712 or kim.a.miller@state.or.us
NOVEMBER 24 – 25	INFORMATIONAL	ODE is closed for the Thanksgiving holiday.	
NOVEMBER 28 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> Cumulative ADM Exit Adjustment 2015-16 	DATA SUBMITTER <ul style="list-style-type: none"> Review and update end date codes, diploma type codes, withdrawal factors, and Essential Skills fields in 2015-16 Annual Cumulative ADM data. Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=257
NOVEMBER 30	ACCOUNTABILITY REPORTS	Statewide Report Card posted on ODE public website	To download the Statewide Report Card, go to: http://www.oregon.gov/ode/schools-and-districts/reportcards/Pages/Statewide-Annual-Report-Card.aspx .
DECEMBER 2016			
DECEMBER 1 @ 2 PM	DATA COLLECTION	WEBINAR: Second Period Cumulative ADM 2016-17	DATA SUBMITTER <ul style="list-style-type: none"> To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
DECEMBER 5	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: <ul style="list-style-type: none"> 2016-17 Kindergarten Assessment <ul style="list-style-type: none"> Early Literacy Early Mathematics Approaches to Learning 	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 6	TEST ORDERING & REPORTING	REMINDER: Last Day of ELPA21 Braille Order Window	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> ELPA21 Braille must be ordered during this order window.
DECEMBER 8 @ 2 PM	DATA COLLECTION	WEBINAR: Staff Position Collection 2016-17 (window opens December 15 – January 30)	DATA SUBMITTER <ul style="list-style-type: none"> To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
DECEMBER 8 @ 3:45 PM	TRAINING	NAEP: Optional webinar available on <i>MyNAEP</i> online assessment planning system; training repeated on December 9, 12 and 13	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Remind principals or NAEP coordinators of selected schools that this optional training is available to them. Attend the training, if desired.
DECEMBER 8 – JANUARY 13	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> Second Period Cumulative ADM 2016-17 (7/1 – 12/30) 	DATA SUBMITTER <ul style="list-style-type: none"> Review business rules and instructions prior to submission at: 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 <i>verify</i> under Status Tracking. Save a production download for your records. Video Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=257
DECEMBER 9 @ 7:45 AM	TRAINING	NAEP: Optional webinar available on <i>MyNAEP</i> online assessment planning system; training repeated on December 12 and 13	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Remind principals or NAEP coordinators of selected schools that this optional training is available to them. Attend the training, if desired.
DECEMBER 9 (TENTATIVE)	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> Graduation Cohort 4-year and 5-year Reports for 2015-16 NCES Dropout Report and HS Completer Report for 2015-16 	DATA SUBMITTER <ul style="list-style-type: none"> Video Training related to collections and validations is available at: https://district.ode.state.or.us/search/page/?id=257
DECEMBER 12 @ 2:30 PM	TRAINING	NAEP: Optional webinar available on <i>MyNAEP</i> online assessment planning system; training repeated on December 13	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> 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 13 @ 7:45 AM	TRAINING	NAEP: Optional webinar available on <i>MyNAEP</i> online assessment planning system; training repeated from December 8, 9, and 12	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> Remind principals or NAEP coordinators of selected schools that this optional training is available to them. Attend the training, if desired.
DECEMBER 15 – JANUARY 30	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> Staff Position 2016-17 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> 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: https://district.ode.state.or.us/search/results/?id=449 Video Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=257
MID- DECEMBER	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.	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> 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 16 – 18	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, December 16 until 7 p.m. PT on Sunday, December 18.
DECEMBER 19 – JANUARY 2	TEST ADMINISTRATION	OAKS Online Reporting System (ORS) offline for scheduled maintenance	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> ORS will be offline to support the deployment of the 2016-17 administration from Monday, December 19 through Monday, January 2, 2017.
DECEMBER 26	INFORMATIONAL	ODE is closed for the Christmas holiday.	
JANUARY 2017			
JANUARY 2	INFORMATIONAL	ODE is closed for the New Year's Day holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 5	ACCOUNTABILITY REPORTS	PREVIEW of Final 2015-16 Dropout and Cohort Graduation Rate reports posted to the ODE district secure website	DATA SUBMITTER <ul style="list-style-type: none"> 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 2012-13) and five-year cohort graduation rate (students' first entering high school in 2011-12). Public Release is scheduled for January 26, 2017.
JANUARY 5 – 9	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests) offline for deployment of OAKS Science & Social Sciences	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> TDS will be offline for test deployment from 8 a.m. PT on Thursday, January 5 until 5 p.m. PT on Monday, January 9.
JANUARY 5 – 20	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> 2016-17 Kindergarten Assessment 	DATA SUBMITTER <ul style="list-style-type: none"> Go to: https://district.ode.state.or.us/ and access the Achievement Data Insight (ADI) application. 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 Amber Helvie at amber.helvie@state.or.us and CC your <u>Regional ESD Partner</u> if you have questions or if corrections are needed. Video Training related to collections and validations is available at: https://district.ode.state.or.us/search/page/?id=257
JANUARY 10 – JUNE 9	TEST ADMINISTRATION	OAKS Online Testing Window for Science and Social Sciences	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> 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 Reports Available through the OAKS Portal (http://oaksportal.org/): <ul style="list-style-type: none"> Performance Reports Participation Reports 	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Instructions for generating reports through OAKS Online Reports are included in the Online Reports User Guide, available online at http://www.ode.state.or.us/search/page/?=391.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 11	TEST ORDERING & REPORTING	OAKS Online student scores available for Science & Social Sciences	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — 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.
JANUARY 12	TEST ORDERING & REPORTING	Student Centered Staging System Opens for 2016-2017 test records	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — 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 12	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)	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — Ensure that all students enrolled in Grade 11 on May 1, 2017 who do not have a banked score that met the high school standard are tested in the required subjects.
JANUARY 12 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract	To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
JANUARY 13	TEST ORDERING & REPORTING	REMINDER: Last day of OAKS Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — OAKS Extended Assessments requiring Braille or Large Print format must be ordered during this order window.
JANUARY 13 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> — Second Period Cumulative ADM for 2016-17 	Contact: Emily Bowen (503) 947-5831 or emily.bowen@state.or.us

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
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	<i>OAR 581-022-1060 School and District Performance Report Criteria</i> (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: <ul style="list-style-type: none"> (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.
JANUARY 19 – 27	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review window for: — Second Period Cumulative ADM 2016-17	<i>DATA SUBMITTER</i> — The collection will be open during this period to allow districts to verify and correct their data submission.
JANUARY 20	REPORT VALIDATION	Report Validation Window Closes for: — 2016-17 Kindergarten Assessment	<i>DATA SUBMITTER</i> — Video Training related to collections and validations is available at: https://district.ode.state.or.us/search/page/?id=257
JANUARY 20 – 22	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	<i>DISTRICT TEST COORDINATOR</i> — TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, January 20 until 7 p.m. PT on Sunday, January 22.
JANUARY 26	ACCOUNTABILITY REPORTING	2015-16 Dropout and Cohort Graduation Rate reports released to the public	<ul style="list-style-type: none"> — Reports will include the current traditional dropout rate. — Reports will include the four-year cohort graduation rate (students first entering high school in 2012-13) and five-year cohort graduation rate (students first entering high school in 2011-12).
JANUARY 27	REPORT VALIDATION	Report Validation Window Closes for: — Fall Membership 2016-17	<i>DATA SUBMITTER</i> — Video Training related to collections and validations is available at: https://district.ode.state.or.us/search/page/?id=257
JANUARY 27	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review window Closes for: — Second Period Cumulative ADM 2016-17	Contact: Emily Bowen (503) 947-5831 or emily.bowen@state.or.us
JANUARY 27 – 29	TEST ADMINISTRATION	OAKS Online Test Delivery System (TDS) (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	<i>DISTRICT TEST COORDINATOR</i> — TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, January 27 until 7 p.m. PT on Sunday, January 29.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 30 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: — Staff Position 2016-17	Contact: Beth Blumenstein (503) 947-5767 or beth.blumenstein@state.or.us
JANUARY 30 – MARCH 10	TEST ADMINISTRATION	Testing window for NAEP in selected schools	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — 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.
FEBRUARY 2017			
FEBRUARY 1 – 28	TEST ORDERING & REPORTING	Logamos test registration window	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — The link to this registration form will be provided in a <i>January Assessment & Accountability Update</i> newsletter. — Logamos is to be used with students whose native language is Spanish and who are receiving instruction in Spanish, as well as non-native Spanish speakers who are receiving Spanish instruction, in accordance with Section 12 of the <u>Test Administration Manual</u>. — If your district wishes to participate, complete the registration form and provide the estimated number of students to be tested.
FEBRUARY 2	DATA REPORTING	REMINDER: Student Enrollment Report for 2016-17 released to the public and press release	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> — Changes to enrollment submissions must be made in First Period Cumulative ADM by January 20 in order to be reflected in the Final Preview and Final Fall Membership Report.
FEBRUARY 2 – 6	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests) offline for deployment of Smarter Balanced tests	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — TDS will be offline for test deployment from 8 a.m. PT on Thursday, February 2 until 5 p.m. PT on Monday, February 6.
FEBRUARY 3 – 5	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, February 3 until 7 p.m. PT on Sunday, February 5.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 7 – APRIL 27	TEST ADMINISTRATION	English Language Proficiency Assessment for the 21 st Century (ELPA21) K–12 Testing Window	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – 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 <u>Test Administration Manual</u>, Section 9 and Appendix B for details). <p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2016-17 <u>Test Administration Manual</u>. – 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 <u>Test Administration Manual</u>, 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.
FEBRUARY 7 – JUNE 9	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)	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – 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 2016-17 <u>Test Administration Manual</u> for specific local test window criteria.
FEBRUARY 9	DATA REPORTING	Kindergarten Assessment Report for 2016-17 released to the public and press release	<p>SUPERINTENDENT</p> <ul style="list-style-type: none"> – Prepare local press release, if necessary.
FEBRUARY 9	TEST ORDERING & REPORTING	OAKS Extended Assessment document download launched for English Language Arts, Mathematics, and Science	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Download Extended Assessments for February 16 – April 27 test administration window. Go to: https://district.ode.state.or.us/home/ – Maintain the security of all test materials in accordance with Section 2 – Test Security of the 2016-17 <u>Test Administration Manual</u>.
FEBRUARY 9 – 17	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> – Staff Position 2016-17 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Districts will have an opportunity to make corrections to their Staff Position submission as identified in the post-collection validations.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 16 – APRIL 27	TEST ADMINISTRATION	OAKS Extended Assessments Testing Window: <ul style="list-style-type: none"> English Language Arts: Grades 3-8 & 11* Mathematics: Grades 3-8 & 11* Science: Grades 5, 8 & 11* 	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> Maintain security of all testing materials during the testing window in accordance with Section 2 – Test Security of the 2016-17 <u>Test Administration Manual</u>. 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.
FEBRUARY 16 – MAY 12	DATA REPORTING	OAKS Extended Assessment Data Entry window for transmitting results to ODE: <ul style="list-style-type: none"> English Language Arts: Grades 3-8 & 11* Mathematics: Grades 3-8 & 11* Science: Grades 5, 8 & 11* 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> Update SSID records for students prior to submitting assessment results. Transmit results of OAKS Extended Assessments via Extended Assessment Application on ODE district secure website. Go to: https://district.ode.state.or.us/ * For 12th grade students, records submitted by April 27 will be scored and available in Student Centered Staging and Secure Assessment Reports on Friday, May 12.
FEBRUARY 17	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window closes for: <ul style="list-style-type: none"> Staff Position 2016-17 	Contact: Beth Blumenstein (503) 947-5767 or beth.blumenstein@state.or.us
FEBRUARY 28	TEST ORDERING & REPORTING	Logramos test registration window closes	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> The link to this registration form will be provided in a January <i>Assessment & Accountability Update</i> newsletter. Logramos is to be used with students whose native language is Spanish and who are receiving instruction in Spanish, as well as non-native Spanish speakers who are receiving Spanish instruction, in accordance with Section 12 of the <u>Test Administration Manual</u>. If your district wishes to participate, complete the registration form and provide the estimated number of students to be tested.
FEBRUARY 28 – MARCH 3	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.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 2017			
MARCH 1 – 10	TEST ORDERING & REPORTING	Districts submit to ODE demographic information for students participating in Logramos	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – Use the template provided by ODE to collect demographic information on students participating in Logramos. – Send student demographic file(s) to <u>ESD Partner</u> by March 10. – 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.
MARCH 10	TEST ADMINISTRATION	Testing window closes for NAEP in selected schools	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – 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 10	TEST ORDERING & REPORTING	Last day for districts to submit to ODE demographic information for students participating in Logramos	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – Use the template provided by ODE to collect demographic information on students participating in Logramos. – Send student demographic file(s) to <u>ESD Partner</u> by March 10. – 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.
MARCH 20 – JUNE 30	TEST ORDERING & REPORTING	Smarter Balanced ELA and Mathematics Tests available in OAKS Online Reporting System pending comprehensive quality control	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – 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 20 – JUNE 30	TEST ORDERING & REPORTING	Smarter Balanced ELA and Mathematics Tests posted to Student Centered Staging pending comprehensive quality control	<i>DISTRICT TEST COORDINATOR</i> As test records are posted to Student Centered Staging on the ODE district secure website: <ul style="list-style-type: none"> – 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.
MARCH 30 – APRIL 24	REPORT VALIDATION	Report Validation Window on ODE district secure website for: <ul style="list-style-type: none"> – Staff FTE – Staff Ethnicity 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx – Contact Beth Blumenstein at beth.blumenstein@state.or.us and CC your <u>Regional ESD Partner</u> if you have questions or if corrections are needed.
MARCH 31 – APRIL 2	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, March 31 until 7 p.m. PT on Sunday, April 2.
MARCH TBA	TEST ADMINISTRATION	ELPA21 Braille Data Entry Interface (DEI) system goes live	
APRIL 2017			
APRIL 7-10	TEST ORDERING & REPORTING	Online Reporting System (ORS) offline for deployment of ELPA21 scores	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – ORS will be offline from 5 p.m. PT on Friday, April 7 until 6 a.m. PT on Monday, April 10.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 10	TEST ORDERING & REPORTING	ELPA21 Preliminary Student Scores available in OAKS Online Reporting System pending comprehensive quality control	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> — 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 7 - 28 posted to Student Centered Staging pending comprehensive quality control	DISTRICT TEST COORDINATOR <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> — Verify that each EL student has a score posted for the ELPA21. — Supply accommodation or administration codes if necessary. — Notify <u>Regional ESD Partner</u> if a posted record is not from a district student. — Notify <u>Regional ESD Partner</u> if a student who completed the ELPA21 does not have a score in Student Staging.
APRIL 13 @ 9 AM	DATA COLLECTION	WEBINAR: ESSA Title III English Learners Collection 2016-17	DATA SUBMITTER <ul style="list-style-type: none"> — To participate in the webinar, go to: https://global.gototraining.com/ojoin/7232748390578960641/5039991240051374341
APRIL 13 @ 2 PM	DATA COLLECTION	WEBINAR: Third Period Cumulative ADM Collection 2016-17	DATA SUBMITTER <ul style="list-style-type: none"> — To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 20 – MAY 15	REPORT VALIDATION	Report Validation Window on ODE district secure website for: <ul style="list-style-type: none"> – Institutions for Accountability Reports 2016-17 	DATA SUBMITTER <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that relevant data is available for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx – Request, if desired, recognition as new school. See Report Card Policy Manual for more details. Boundary change calculator posted at 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 online at https://district.ode.state.or.us/search/page/?id=246.
APRIL 20 – MAY 26	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> –Third Period Cumulative ADM 2016-17 (7/1 – 5/1) 	DATA SUBMITTER <ul style="list-style-type: none"> – Review business rules and instructions prior to submission at: 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 is complete and accurate, click <i>verify</i> under Status Tracking. – Save a production download for your records. – Video Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=257 <p>Reminder: If student is enrolled on May 1 or is continuously enrolled on May 2, report the ADM End Date as 05/02/2016 so student will be included in the Spring Membership count.</p>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 20 – MAY 26	DATA COLLECTION	Spring Collection Window for: – ESEA Title III: English Learners 2016-17	DATA SUBMITTER – Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=126 or 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 <i>verify</i> under Status Tracking. – Save a production download for your records. – Video Training related to this collection is available at: http://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Directors.aspx
APRIL TBD	TEST ORDERING & REPORTING	Logramos materials arrive in districts	
APRIL 24	REPORT VALIDATION	Report Validation Window closes for: – Staff FTE – Staff Ethnicity	Contact: Beth Blumenstein (503) 947-5767 or beth.blumenstein@state.or.us
APRIL 26 @ 2 PM	DATA COLLECTION	WEBINAR: Class Roster Collection 2016-17	DATA SUBMITTER – To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
APRIL 27	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 Extended Assessment Application on ODE district secure website by May 12. Go to: https://district.ode.state.or.us/ – * For 12th grade students, records submitted by April 27 will be scored and available in Student Centered Staging and Secure Assessment Reports on Friday, May 12.
APRIL 27	TEST ADMINISTRATION	REMINDER: Last day for ELPA21 testing	
APRIL 28 – 30	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 28 until 7 p.m. PT on Sunday, April 30.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 2017			
MAY 1 – 12	TEST ADMINISTRATION	Logramos Test Window	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> 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 3 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Report Card Narrative (Supplemental) Collection 2016-17	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
MAY 4 – JUNE 19	DATA COLLECTION	Collection window for: <ul style="list-style-type: none"> NCLB Title III Recent Arrivers 2016-17 	Contact: Kim Miller (503) 947-5712 or kim.a.miller@state.or.us
MAY 4 – SEPTEMBER 22	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> Report Card Narrative (Supplemental) 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> Video Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=257
MAY 5	TEST ORDERING & REPORTING	ELPA21 Preliminary Student Scores available in OAKS Online Reporting System pending comprehensive quality control	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> 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 5	TEST ORDERING & REPORTING	ELPA21 Tests Completed March 1-31 posted to Student Centered Staging pending comprehensive quality control	<i>DISTRICT TEST COORDINATOR</i> <p>As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> Verify that each EL student has a score posted for the ELPA21. Supply accommodation or administration codes if necessary. Notify <u>Regional ESD Partner</u> if a posted record is not from a district student. Notify <u>Regional ESD Partner</u> if a student who completed the ELPA21 does not have a score in Student Staging.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 9 @ 2 PM	DATA COLLECTION	WEBINAR: Freshman On Track 2016-17	DATA SUBMITTER <ul style="list-style-type: none"> — To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
MAY 10 @ 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: https://district.ode.state.or.us/search/page/?id=257
MAY 11 @ 2 PM	DATA COLLECTION	WEBINAR: Annual Cumulative ADM Collection 2016-17	DATA SUBMITTER <ul style="list-style-type: none"> — To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
MAY 11 – JUNE 30	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> — Class Roster 2016-17 	DATA SUBMITTER <ul style="list-style-type: none"> — Video Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=257
MAY 11 – JUNE 30	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> — Discipline Incidents 2016-17 	Contact: Blake Whitson (503) 947-5989 or blake.whitson@state.or.us
MAY 12 @ NOON	ACCOUNTABILITY REPORTS	REMINDER: Last day for submitting requests for new school status due to boundary or grade changes	SUPERINTENDENT <ul style="list-style-type: none"> — Send signed request for new school designation with supporting data to ODE. See http://www.oregon.gov/ode/schools-and-districts/reportcards/reportcards/Pages/Report-Card-Tools.aspx for additional information.
MAY 12	TEST ADMINISTRATION	REMINDER: Last day of Logramos Test Window	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> — 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.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 12	TEST ORDERING & REPORTING	Test records from Grade 12 OAKS Extended Assessments available in the Student Centered Staging Application on the ODE district secure website	<i>DISTRICT TEST COORDINATOR</i> As Grade 12 test records are posted to Student Centered Staging on the ODE district secure website: <ul style="list-style-type: none"> – 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 12 @ 11:59 PM	DATA REPORTING	REMINDER: Last day for transmitting OAKS Extended Assessment results to ODE <ul style="list-style-type: none"> – English Language Arts: Grades 3-8 & 11* – Mathematics: Grades 3-8 & 11* – Science: Grades 5, 8 & 11* 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> – Update SSID records for students prior to submitting assessment results. – Transmit results of OAKS Extended Assessments via Extended Assessment Application on ODE district secure website. Go to: https://district.ode.state.or.us/ – * For 12th grade students, records submitted by April 27 will be scored and available in Student Centered Staging and Secure Assessment Reports on Friday, May 12. <p><i>IMPORTANT:</i> <i>Extended Assessment results not transmitted by this date will be counted as non-participants in assessment and accountability reports.</i></p>
MAY 15 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> – Institutions for Accountability Reports 2016-17 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that relevant data is available for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx – Request, if desired, recognition as new school. See Report Card Policy Manual for more details. Boundary change calculator posted at 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 online at https://district.ode.state.or.us/search/page/?id=246.
MAY 15 – 26	TEST ORDERING & REPORTING	Ship Logramos materials for scoring and reporting	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> – Ship used answer folders to Riverside Scoring Service for scoring and reporting in accordance with Section 12 of the <u>Test Administration Manual</u>.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 18 – JULY 10	DATA COLLECTION	Collection window for: — Freshman On Track 2016-17	Contact: Isabella Jacoby (503) 947-5878 or isabella.jacoby@state.or.us
MAY 18 – JULY 10	DATA COLLECTION	Collection Window for: — Annual Cumulative ADM 2016-17 (7/1 – 6/30)	DATA SUBMITTER <ul style="list-style-type: none"> — Review business rules and instructions prior to submission at: 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 is complete and accurate, click <i>verify</i> under Status Tracking. — Save a production download for your records. — Video Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=257
MAY 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 <ul style="list-style-type: none"> — TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, May 19 until 7 p.m. PT on Sunday, May 21.
MAY 26	TEST ORDERING & REPORTING	ELPA21 Preliminary Student Scores available in OAKS Online Reporting System pending comprehensive quality control	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> — 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 26	TEST ORDERING & REPORTING	ELPA21 Tests Completed April 1- 27 posted to Student Centered Staging pending comprehensive quality control	DISTRICT TEST COORDINATOR <p>As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> — 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.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 26	TEST ORDERING & REPORTING	Test records from OAKS Extended Assessments available in the Student Centered Staging Application on the ODE district secure website	<i>DISTRICT TEST COORDINATOR</i> As test records are posted to Student Centered Staging on the ODE district secure website: <ul style="list-style-type: none"> — 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 26	TEST ORDERING & REPORTING	REMINDER: Last day to ship Logramos materials for scoring and reporting	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — Ship used answer folders to Riverside Scoring Service for scoring and reporting in accordance with Section 12 of the <u>Test Administration Manual</u>.
MAY 26 @ 11:59 PM	DATA COLLECTION	Collection Window closes for: <ul style="list-style-type: none"> — Third Period Cumulative ADM 2016-17 (7/1 – 5/2) 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> — Should have Third Period Cumulative ADM submitted (Collection opened April 20 to May 26; additional editing window open to all submitters will be June 1 to June 9 to work on audits, and open by request only (e-mail) from June 12 to August 18 allowed during accountability reporting validation period).
MAY 26 @ 11:59 PM	DATA COLLECTION	Spring Collection Window Closes for: <ul style="list-style-type: none"> — ESSA Title III: English Learners 	Contact: Kim Miller (503) 947-5712 or kim.a.miller@state.or.us
JUNE 2017			
JUNE 1 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Achievement Data Insight and Enrollment/Attendance Validations	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> — To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
JUNE 1 – 9	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review window for: <ul style="list-style-type: none"> — Third Period Cumulative ADM 2016-17 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> — The collection will be open during this period to allow districts to verify and correct their data submission.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 2	DATA COLLECTION	Last date for changes to be included in initial posting of Report Card data Validations: — Third Period Cumulative ADM 2016-17	DATA SUBMITTER — Should have Third Period Cumulative ADM submitted (collection opened April 20 to May 26; open for editing June 1 to June 9; open by request (email) only June 12 to August 18)
JUNE 2 @ 5 PM – JUNE 5	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports temporarily closed for processing	DISTRICT TEST COORDINATOR — All 2016-17 test records will be unavailable for download or editing in order to generate non-participation (virtual) records. — 2016-17 Student Reports will also be unavailable during this time.
JUNE 6	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 7 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: School Report Card Ratings Detail Reports	DATA SUBMITTER — To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 8 – 19	DATA COLLECTION REVIEW	<p>Last Collection Editing Window for:</p> <ul style="list-style-type: none"> ESSA Title III: English Learners 2016-17 Critical Validation – English Learners/Third Period Cumulative ADM 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=126 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 <i>verify</i> under Status Tracking. Save a production download for your records. Video Training related to this collection is available at: http://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Directors.aspx
JUNE 8 – AUGUST 18 @ 5 PM	REPORT VALIDATION	<p>Report Validation Window (based on Third Period Cumulative ADM Collection) for:</p> <ul style="list-style-type: none"> Not Chronically Absent Student Enrollment Student Attendance 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.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. Video Training related to these validations is available at: https://district.ode.state.or.us/search/page/?id=257
JUNE 9	TEST ADMINISTRATION	<p>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)</p>	
JUNE 9	DATA COLLECTION	<p>Last date for changes to be included in initial posting of Report Card data Validations:</p> <ul style="list-style-type: none"> Assessment test records 	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> 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.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 9	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: — Third Period Cumulative ADM 2016-17	
JUNE 9 @ 5 PM – JUNE 12	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports temporarily closed for processing	DISTRICT TEST COORDINATOR — All 2016-17 test records will be unavailable for download or editing in order to generate non-participation (virtual) records. — 2016-17 Student Reports will also be unavailable during this time.
BY JUNE 10	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 9. — OAKS Science and Social Sciences records available in Student Centered Staging within 2 business days of test completion.
JUNE 13	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 15 – AUGUST 18 @ 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: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx — Video Training related to collections and validations is available at https://district.ode.state.or.us/search/page/?id=257
JUNE 19	DATA COLLECTION	Collection Window Closes for: — ESEA Title III Recent Arrivers 2016-17	Contact: Kim Miller (503) 947-5712 or kim.a.miller@state.or.us

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 23	TEST ORDERING & REPORTING	Test records from OAKS Online Partial records available in the Student Centered Staging Application on the ODE district secure website	<i>DISTRICT TEST COORDINATOR</i> As test records are posted to Student Centered Staging on the ODE district secure website: <ul style="list-style-type: none"> — 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.
JUNE 23 – 25	TEST ADMINISTRATION	OAKS Online Test Delivery System (including Practice Tests), TIDE, and Online Reporting System (ORS) offline for scheduled maintenance	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> — TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 p.m. PT on Friday, June 23 until 7 p.m. PT on Sunday, June 25.
JUNE 30 @ 11:59 PM	DATA COLLECTION	Collection window closes for: <ul style="list-style-type: none"> — Class Roster 2016-17 	Contact: Beth Blumenstein (503) 947-5767 or beth.blumenstein@state.or.us
JUNE 30 @ 11:59 PM	DATA COLLECTION	Collection window closes for: <ul style="list-style-type: none"> — Discipline Incidents 2016-17 	Contact: Blake Whitson (503) 947-5989 or blake.whitson@state.or.us
JULY 2017			
JULY 6 – 14	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> — Class Roster 2016-17 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> — The collection will be open during this period to allow districts to verify and correct their data submission.
JULY 6 – AUGUST 11	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> — Freshman On Track 2016-17 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> — Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=257
JULY 6 – SEPTEMBER 22	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> — Class Size 2016-17 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx — Video Training related to collections and validations is available at https://district.ode.state.or.us/search/page/?id=257

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 10 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: — Freshman On Track 2016-17	Contact: Isabella Jacoby (503) 947-5878 or isabella.jacoby@state.or.us
JULY 10 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: — Annual Cumulative ADM 2016-17 (7/1 – 6/30)	Contact: Emily Bowen (503) 947-5831 or emily.bowen@state.or.us
JULY 14	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: — Class Roster 2016-17	Contact: Beth Blumenstein (503) 947-5767 or beth.blumenstein@state.or.us
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 at https://district.ode.state.or.us/search/page/?id=257
JULY 26 @ 2 PM	ACCOUNTABILITY REPORTS	WEBINAR: Report Card Summary	To participate in the webinar, go to: https://district.ode.state.or.us/search/page/?id=257
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 at https://district.ode.state.or.us/search/page/?id=257
JULY 28	DATA COLLECTION AUDIT REVIEW	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.)

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 2017			
AUGUST 10 – 18	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> Secure Test Results for 2016-17 (to be released to the public and press release on September 14, 2017) 	<i>DISTRICT TEST COORDINATOR</i> If the district has made changes to assessment test records after July 28: <ul style="list-style-type: none"> Review preliminary Secure Test Results posted on the ODE district secure website to verify that demographic information in report reflects student demographics. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx 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 10 – SEPTEMBER 22	REPORT VALIDATION	Report Validation Window on ODE district secure website for: <ul style="list-style-type: none"> Unsafe Schools (based on Discipline Incidents Collection) Expulsions & Suspensions (based on Discipline Incidents Collection) 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.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. Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=257
AUGUST 11	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> Freshman On Track 2016-17 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=257
AUGUST 17 – 25	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window for: <ul style="list-style-type: none"> Freshman On-Track 2016-17 	Contact: Isabella Jacoby (503) 947-5878 or isabella.jacoby@state.or.us
AUGUST 18 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> Not Chronically Absent Student Enrollment Student Attendance 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.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.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 18 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window (all subjects) Closes for: <ul style="list-style-type: none"> English Language Arts Student Performance Mathematics Student Performance Science Student Performance 	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> Validation windows for ALL SUBJECTS close at 5 PM.
AUGUST 18	DATA COLLECTION	Last date for changes to be included in Final Report Card detail: <ul style="list-style-type: none"> 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	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> 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, 2017.
AUGUST 22	INFORMATIONAL	Student Centered Staging, Secure Assessment Reports reopen (all subjects read-only for 2016-17)	
AUGUST 25	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window Closes for: <ul style="list-style-type: none"> Freshman On-Track 2016-17 	Contact: Isabella Jacoby (503) 947-5878 or isabella.jacoby@state.or.us
SEPTEMBER 2017			
SEPTEMBER 14	DATA REPORTING	REMINDER: 2016-17 Test Results available on ODE public website	<i>SUPERINTENDENT</i> <ul style="list-style-type: none"> Prepare local press release, if necessary.
SEPTEMBER 22	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> Class Size 2016-17 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=257
SEPTEMBER 22 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> Unsafe Schools (based on Discipline Incidents Collection) Expulsions & Suspensions (based on Discipline Incidents Collection) 	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> Video Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=257

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
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 at: https://district.ode.state.or.us/search/page/?id=257
OCTOBER 2017			
OCTOBER 5	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.
OCTOBER 12	ACCOUNTABILITY REPORTS	Public Release of: — Final 2016-17 School & District Report Cards and Report Card Detail sheets	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: http://www.ode.state.or.us/data/reportcard/reports.aspx

2016-2017 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS

Updated 12/28/2016

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 (Assessment 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 12, 2017 (grade 12 only) May 26, 2017	May 12, 2017 (grade 12 only) May 26, 2017
ELPA21 (English Language Proficiency Assessments)	April 7, 2017 May 5, 2017 May 26, 2017	April 7, 2017 May 5, 2017 May 26, 2017	April 7, 2017 May 5, 2017 May 26, 2017
Smarter Balanced (English Language Arts, Mathematics)	March 20 – June 30, 2017	March 20 – June 30, 2017	March 20 – June 30, 2017
Kindergarten Assessment (Approaches to Learning, Early Literacy, Early Math)	N/A	N/A	N/A

Student Centered Staging Down Time (ELA & Math closed for downloading or editing) Student Reports will also be unavailable during this time	June 2 (5:00 PM) – June 5, 2017 (processing for Report Card Detail) June 9 (5:00 PM) – June 12, 2017 (processing for Report Card Detail) August 18 (5:00 PM) – August 21, 2017 (processing for Final Report Cards, posted Test Results)
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	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) TBD
Test Results – Preliminary (Preview for districts only - unsuppressed)	August 10 - 18, 2017	
Test Results – Final	September 14, 2017	September 14, 2017

2016-2017 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS

Updated 7/8/2016

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	March 30 – September 22, 2017
Preliminary reports available on ODE District secure website for: - Report Card Ratings Detail PDFs	July 20 – October 4, 2017
Preliminary reports available on ODE District secure website for: - Report Card Summary PDFs	July 27 – October 4, 2017
LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in Final Report Card Detail & Summary	August 18, 2017
Report Card – Final for Preview Final School & District Report Cards and Report Card detail sheets available on District secure web site	October 5, 2017
Report Card – Final posted Final School & District Report Cards and Report Card detail sheets posted on ODE public web site	October 12, 2017

Revision History:

Date	Description	Page(s)
8/25/2016	Revised: Contact for Logramos (Spanish Assessment) to Kelly Slater	3
8/25/2016	Revised: Contact for PSAT/NMSQT® to Karly Nelson-Aparicio	3
8/25/2016	Revised: Date for 2015-16 Test Results posted on the ODE public website to September 8, 2016	6, 10
8/25/2016	Revised: Date for Webinar: Cumulative ADM Exit Adjustment 2015-16 to October 13, 2016	12, 14
8/25/2016	Revised: Dates for Data Collection Audit Review Window for First Period Cumulative ADM 2016-17 to November 3 – 14, 2016	17
8/25/2016	Deleted: OAKS Online Test Delivery System offline December 3 – 5	18
9/22/2016	Revised: Contact for Class Size to Isabella Jacoby	3
9/22/2016	Revised: Contact for Fall Membership to Beth Blumenstein	3, 18
9/22/2016	Revised: Dates for Collection Window for First Period Cumulative ADM 2016-17 to September 29 – October 28, 2016	11, 15
10/11/2016	Revised: Date for Webinar Training for Instructional Unit Identifier (IUID) 2016-17 to October 6, 2016	12
10/11/2016	Added: Date for Webinar for Release of School and District Report Cards on October 11, 2016	12
10/11/2016	Revised: Dates for TIDE offline for updates to October 20 - 26, 2016	15
10/11/2016	Revised: Date for TIDE available through OAKS Portal to October 27, 2016	15
10/11/2016	Deleted: Deadline for updating SSID records to set LEP flag to 'Y' for K-1 English Learners	16
10/11/2016	Deleted: Dates for ELPA21 K-1 Paper-Pencil Writing supplement packets shipped to schools	19
10/11/2016	Revised: Date for ELPA21 Testing Window Closes to April 13, 2017	21, 29
10/11/2016	Added: Date for Report Validation Window Closes for Freshman On-Track 2016-17 on August 11, 2017	43
10/11/2016	Added: Date for Data Collection Review Window Closes for Freshman On-Track 2016-17 on August 25, 2017	44
12/28/2016	Added: Contact for Secure Assessment Reports and Student Centered Staging	3
12/28/2016	Revised: Date for ELPA21 Braille Data Entry Interface (DEI) system goes live to TBA	25
12/28/2016	Revised: Dates for ELPA21 Testing Window to February 7 – April 27, 2017	26, 30, 32, 36
12/28/2016	Revised: Dates for ELPA21 Scores available in ORS and Student Centered Staging	30, 33, 46
12/28/2016	Deleted: Date for Webinar Training for Staff Assignment Collection 2016-17	27
12/28/2016	Deleted: Dates for Staff Assignment Collection & Validation Windows 2016-17	27, 29, 32, 33
12/28/2016	Deleted: Dates for Validation Window for Emergency Certification 2016-17	42, 44
1/26/2017	Revised: ELPA21 Braille Data Entry Interface (DEI) system goes live to March TBA	29
1/26/2017	Added: Date for Online Reporting System (ORS) offline for deployment of ELPA21 Scores on April 7-10, 2017	29
1/26/2017	Revised: Date for ELPA21 Batch 1 Scores available in ORS and Student Centered Staging to April 10, 2017	30