ASSESSMENT AND ACCOUNTABILITY CHECKLIST
FOR THE 2018-19 SCHOOL YEAR

Find this document on the Key Dates webpage: https://www.oregon.gov/ode/schools-and-districts/Pages/Key-Dates-Accountability-Reporting.aspx

THIS DOCUMENT PROVIDES:

● Assessment testing windows for the 2018-19 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 2018-19 school year.

● Key events and district responsibilities related to student and staff level data collections used in school and district profiles, accountability details, and assessment group reports.

The Assessment and Accountability Update is a weekly newsletter highlighting news, updates, and changes to the state's assessment and accountability efforts. To subscribe to this free newsletter, go to the state library listserve page.

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REVISION HISTORY BEGINS ON PAGE 55

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

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MAP OF OREGON COUNTIES BY REGION

OREGON

Region 1
Region 2
Region 3

Clatsop, Columbia, Washington, Multnomah, Hood River, Sherman, Tillamook, Yamhill, Clackamas, Polk, Marion, Wasco, Lincoln, Linn, Benton — Region 1

Umatilla, Wallowa, Morrow, Union, Gilliam, Wheeler, Baker, Grant, Jefferson, Harney, Malheur — Region 3

Lane, Deschutes, Crook, Coos, Douglas, Lake, Josephine, Jackson, Klamath, Curry — Region 2

OREGON DEPARTMENT OF EDUCATION DATA OWNERS AND TOPIC CONTACTS

TOPIC	CONTACT NAME	PHONE	EMAIL
Accountability Reports	Jon Wiens	503-947-5764	jon.wiens@state.or.us
Assessment of Essential Skills	Cristen McLean	503-947-5841	cristen.mclean@state.or.us
Class Roster	**Ryan Clark**	**503-947-5632**	**ryan.clark@state.or.us**
Class Size	Robin Stalcup	503-947-0849	robin.stalcup@state.or.us
Cumulative ADM Collections	Amanda Leopard	503-947-5674	amanda.leopard@state.or.us
Cumulative ADM Exit Adjustment Graduate/Dropout Reporting	Beth Blumenstein	503-947-5767	beth.blumenstein@state.or.us
ESEA Title III English Learners Recent Arrivers	Kim Miller	503-947-5712	kim.a.miller@state.or.us
Extended Assessment	Brad Lenhardt	503-947-5755	brad.lenhardt@state.or.us
Fall Membership	Robin Stalcup	503-947-0849	robin.stalcup@state.or.us
Ninth Grade On-Track	Beth Blumenstein	503-947-5767	beth.blumenstein@state.or.us
Instructional Unit Identifier (IUID)	Caitlin McRae	503-934-0831	caitlin.mcrae@state.or.us
Kindergarten Assessment Secure Assessment Reports Student Centered Staging	Elyse Bean	503-947-5831	elyse.bean@state.or.us
Logramos (Spanish Assessment)	Kelly **Kalkofen**	503-947-5741	**kelly.kalkofen@state.or.us**
National Assessment of Educational Progress (NAEP)	Beth LaDuca	503-947-5836	beth.laduca@state.or.us
PSAT/NMSQT®	Karly Nelson-Aparicio (College Board)	541-704-5122	knelson-aparicio@collegeboard.org
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At-A-Glance and Accountability Details Validations	**Amelia Vargas**	**503-947-5878**	**amelia.vargas@state.or.us**
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Staff Position	**Ryan Clark**	**503-947-5632**	**ryan.clark@state.or.us**

JULY 2018

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 2 @ 11:59 PM	DATA COLLECTION	Collection window closes for: - Class Roster 2017-18	Contact: Beth Blumenstein 503-947-5767
JULY 2 @ 11:59 PM	DATA COLLECTION	Collection window closes for: - Discipline Incidents 2017-18	Contact: Elliot Field 503-947-5797
JULY 2 @ 11:59 PM	DATA COLLECTION	Collection window closes for: - **Ninth Grade** On-Track 2017-18	Contact: Beth Blumenstein 503-947-5767
JULY 4	INFORMATIONAL	Oregon Department of Education (ODE) is closed for the Independence Day holiday.	
JULY 5 @ 2 PM	TRAINING	WEBINAR: Training for Class Size Validation 2017-18	*DATA SUBMITTER* - To participate in the webinar, go to the Video Training 2017-2018 webpage: https://district.ode.state.or.us/search/page/?id=267.
JULY 6	TEST ORDERING & REPORTING	Test records from English Language Arts and Mathematics Partial records available in the Student Centered Staging application on the ODE district secure website	*DISTRICT TEST COORDINATOR* As test records are posted on the ODE district secure website: - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Apply administration codes for students not enrolled during test window, home schooled students, etc.
JULY 9 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Annual Cumulative ADM 2017-18	Contact: Amanda Leopard 503-947-5674
JULY 12 - 20	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Class Roster 2017-18	*DATA SUBMITTER* - The collection will be open during this period to allow districts to verify and correct their data submission.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 12 - AUGUST 10	REPORT VALIDATION	Report Validation Window for: - **Ninth Grade** On-Track 2017-18	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website: https://district.ode.state.or.us/apps/AchvmntDataInsight/default.aspx. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JULY 12 - SEPTEMBER 14	REPORT VALIDATION	Report Validation Window for: - Class Size 2017-18	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.
JULY 19 - 27	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Annual Cumulative ADM 2017-18 (covering the period from July 1, 2017 to June 29, 2018)	*DATA SUBMITTER* - The collection will be open during this period to allow districts to verify and correct their data submission. (Collection will be reopened for all districts to review the Audits list July 19-27. After July 27, full collection available for editing by request only.)
JULY 20	TEST ADMINISTRATION	Test Information Distribution Engine (TIDE) of OAKS Online is offline for updates	*DISTRICT TEST COORDINATOR* - The Test Information Distribution Engine (TIDE) will be offline on Friday, July 20 through Sunday, July 22, 2018 and will re-open for the ELPA Screener on Tuesday, July 24, 2018 at 8 AM PT. As a reminder, all institution-level users will be deleted from TIDE as part of the preparation for the ELPA Screener. - Districts are encouraged to download a file with institution-level users by 5 PM PT on Thursday, July 19. These users can then be uploaded into TIDE after TIDE re-opens on July 24. (Note: If you are unable to download users by July 19, your Regional ESD Partner will be available to assist you once TIDE re-opens.)

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 20	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Class Roster 2017-18	Contact: Beth Blumenstein 503-947-5767
JULY 20 - 22	TEST ADMINISTRATION	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 PM PT on Friday, July 20 until 7 PM PT on Sunday, July 22.
JULY 24	TEST ADMINISTRATION	TIDE available through the OSAS Portal: (http://oaksportal.org/)	*DISTRICT TEST COORDINATOR* Instructions for creating or modifying user accounts and viewing or editing student information are included in the TIDE User Guide, available on the Assessment Administration webpage: https://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Administration.aspx. - Add new users - View/edit student information and student settings - Search for students - View/edit student restrictions
JULY 27 @ 11:59 PM	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2017-18	*DATA SUBMITTER* - The collection will be closed to audit reviews. (After July 27, full collection available for editing by request only.)
JULY 27 - OCTOBER 3	REPORT VALIDATION	Report Validation Window for: - Preliminary School & District **Accountability** Details **Reports**	Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 31 @ 2 PM	TRAINING	WEBINAR: Training for School and District At-A-Glance 2017-2018	To participate in the webinar, go to the Video Training 2017-2018 webpage.
JULY 31 - AUGUST 3	TEST ADMINISTRATION	Delivery Window 1 for 2018-19 Kindergarten Assessment Booklets	*DISTRICT TEST COORDINATOR* - Receive and inventory all test materials. If order quantities are incorrect, contact your Regional ESD Partner.

AUGUST 2018

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 1 - JULY 19, 2019	TEST ADMINISTRATION	2018-19 ELPA Screener Testing Window	*DISTRICT TEST COORDINATOR* - For more information, see the ELPA Screener Test Administration Manual.
AUGUST 2 - SEPTEMBER 7	REPORT VALIDATION	Report Validation Window for: - Teacher Qualification 2017-18	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 7 - OCTOBER 18	TEST ADMINISTRATION	2018-19 Kindergarten Assessment Testing Window: - Early Literacy - Early Mathematics - Approaches to Learning	*DISTRICT TEST COORDINATOR* - The Kindergarten Assessment is a required assessment for all students entering kindergarten and will be administered to students one-on-one, with the test administrator recording the student's responses. - Given the heightened level of required interaction between student and 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 2018-19 Test Administration Manual.
AUGUST 9	TRAINING	Last day to make arrangements for District Test Coordinator (DTC) Kindergarten Assessment make-up training	*DISTRICT TEST COORDINATOR* - Last day to contact your Regional ESD Partner to make arrangements for a Kindergarten Assessment make-up training if you are unable to participate in the May 23, 2018 or August 14, 2018 trainings. - ODE-provided Kindergarten Assessment Trainings are a required component of Annual DTC Training for districts supporting Kindergarten programs.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 9 - SEPTEMBER 21	REPORT VALIDATION	Report Validation Window for: - Unsafe Schools (based on Discipline Incidents Collection) - Expulsions & Suspensions (based on Discipline Incidents Collection)	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 9 - SEPTEMBER 28	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2017-18	*DATA SUBMITTER* - Video Training related to this collection is available on the Video Training 2017-2018 webpage.
AUGUST 9 - OCTOBER 3	REPORT VALIDATION	Report Validation Window for: - Preliminary School & District At-A-Glance **Reports**	Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.

AUGUST 9 - OCTOBER 29	DATA COLLECTION	Data Entry Window for:
		- 2018-19 Kindergarten Assessment
		  - Early Literacy
		  - Early Mathematics
		  - Approaches to Learning
			DATA SUBMITTER
			- Ensure that all kindergarten students who are enrolled in public school have the opportunity to take the Kindergarten Assessment.
			- Submit data for all applicable students.
			- Video Training related to these collections will be available on the Video Training 2018-2019 webpage: https://district.ode.state.or.us/search/page/?id=277.

AUGUST 10	TRAINING	Last day to register for August 14, 2018 District Test Coordinator (DTC) Kindergarten Assessment training webinar	*DISTRICT TEST COORDINATOR* - ODE-provided Kindergarten Assessment Trainings are a required component of Annual DTC Training for districts supporting Kindergarten programs.
AUGUST 10	REPORT VALIDATION	Report Validation Window Closes for: - **Ninth Grade** On-Track 2017-18	Contact: Elyse Bean 503-947-5831

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 13 - SEPTEMBER 20	TEST ADMINISTRATION	Bulk Registration window for PSAT/NMSQT	*DISTRICT TEST COORDINATOR* - See the Bulk Registration FAQ for more information.
AUGUST 14 @ 9 AM	TRAINING	WEBINAR: ODE-provided Kindergarten Assessment Training (Required Component of Annual District Test Coordinator Training for districts supporting Kindergarten programs)	*DISTRICT TEST COORDINATOR* - Kindergarten Assessment training is required for District Test Coordinators (DTCs) and anyone who will administer Oregon's Kindergarten Assessment in 2018-19. - Prior to this training, DTCs must independently review the 2018-19 ODE-provided recorded training modules posted on the Kindergarten Assessment webpage: https://www.oregon.gov/ode/educator-resources/assessment/Pages/Kindergarten-Assessment.aspx. - The purpose of this training is to check for comprehension of the Kindergarten Assessment administration and security requirements and to provide an opportunity for DTCs to ask questions and seek clarifications.
AUGUST 15	TEST ADMINISTRATION	Deadline for schools to order tests using the pre-administration option for PSAT/NMSQT	*DISTRICT TEST COORDINATOR* - Participating schools receive answer sheets and supervisor's manuals by September 12. - For PSAT/NMSQT resources and deadlines, go to the PSAT webpage: https://www.oregon.gov/ode/educator-resources/assessment/Pages/PSAT.aspx.
AUGUST 16 @ 5 PM	ACCOUNTABILITY REPORTS	School and District Report Card Appeals due to ODE	*SUPERINTENDENT* - Request appeal of Report Card data if appropriate. Appeal form is available on the Report Card Policy webpage: https://www.oregon.gov/ode/schools-and-districts/reportcards/reportcards/Pages/Report-Card-Policy.aspx.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 16 - 24	REPORT VALIDATION	Report Validation Window for: - Secure Test Results for 2017-18 (to be released to the public and press release on September 13, 2018)	***DISTRICT TEST COORDINATOR*** If the district has made changes to assessment test records after August 3: - Review preliminary Secure Test Results posted on the ODE district secure website to verify that demographic information in report reflects student demographics. Go to the Achievement Data Insight application on the district secure website. - Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments, and apply administration codes for students not enrolled during test window, home schooled students, etc.
AUGUST 17 - 19	TEST ADMINISTRATION	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 PM PT on Friday, August 17 until 7 PM PT on Sunday, August 19.
AUGUST 21	TEST ADMINISTRATION	Deadline to request SSD accommodations requests for PSAT/NMSQT	***DISTRICT TEST COORDINATOR*** - For PSAT/NMSQT resources and deadlines, go to the PSAT webpage.
AUGUST 21 - 24	TEST ADMINISTRATION	Delivery Window 2 for 2018-19 Kindergarten Assessment Booklets	***DISTRICT TEST COORDINATOR*** - Receive and inventory all test materials. If order quantities are incorrect, contact your Regional ESD Partner.
AUGUST 23 @ 2 PM	TRAINING	WEBINAR: Training for Kindergarten Assessment Collections 2018-19	***DATA SUBMITTER*** - ODE-provided Kindergarten Assessment Data Collection Training is strongly recommended for all districts supporting Kindergarten programs. - To participate in the webinar, go to the Video Training 2018-2019 webpage.
AUGUST 23 - SEPTEMBER 17	DATA COLLECTION REVIEW	Data Collection Review Window for: - Discipline Incidents 2017-18	Contact: Elliot Field 503-947-5797
AUGUST 24 @ 11:59 PM	REPORT VALIDATION	Report Validation Window Closes for: - Not Chronically Absent - Student Enrollment	***DATA SUBMITTER*** - No changes to Third Period Cumulative ADM will be allowed after August 24 at 11:59 PM.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 24 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window Closes for: - English Language Arts Student Performance - Mathematics Student Performance - Science Student Performance	***DISTRICT TEST COORDINATOR*** - Validation windows for ALL SUBJECTS close at 5 PM.
AUGUST 24	DATA COLLECTION	Last date for changes to be included in Final accountability details: - 2017-18 Assessment test records - Third Period Cumulative ADM 2017-18	
AUGUST 24 @5 PM - AUGUST 27	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports closed for final processing	***DISTRICT TEST COORDINATOR*** - All 2017-18 assessment records will be unavailable for download or editing. - 2017-18 Student Reports will also be unavailable during this time. - 2017-18 assessment records will remain READ-ONLY after August 24.
AUGUST 28 BY 9 AM	INFORMATIONAL	Student Centered Staging, Secure Assessment Reports reopen (All subjects read-only for 2017-18)	
AUGUST 30 - SEPTEMBER 7	DATA COLLECTION AUDIT REVIEW	Data Collection Review Window for: - **Ninth Grade** On-Track 2017-18	***DATA SUBMITTER*** - The collection will be open during this period to allow districts to submit students who became on-track due to earning credits over the summer.

SEPTEMBER 2018

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 3	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
SEPTEMBER 6	DATA REPORTING	2017-18 Kindergarten Assessment Results Look-Back Report available on ODE public website	***SUPERINTENDENT*** - Prepare local press release, if necessary.
SEPTEMBER 7	REPORT VALIDATION	Report Validation Window Closes for: - Teacher Qualification 2017-18	Contact: Caitlin McRae 503-934-0831

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 7	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - **Ninth Grade** On-Track 2017-18	Contact: Beth Blumenstein 503-947-5767
SEPTEMBER 12 @ 6 PM	TEST ADMINISTRATION	Deadline to order, increase, or decrease PSAT/NMSQT test materials and to order non-standard test formats for SSD on the College Board School Ordering Services webpage at www.collegeboard.org/school	**DISTRICT TEST COORDINATOR** - For PSAT/NMSQT resources and deadlines, go to the PSAT webpage.
SEPTEMBER 14	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2018-19 school year	Contact: Amanda Leopard 503-947-5674
SEPTEMBER 14	REPORT VALIDATION	Report Validation Window Closes for: - Class Size 2017-18	Contact: Robin Stalcup 503-947-5878
SEPTEMBER 14	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) Collection 2017-18	Contact: Caitlin McRae 503-934-0831
SEPTEMBER 14 - 16	TEST ADMINISTRATION	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 PM PT on Friday, Sept 14 until 7 PM PT on Sunday, Sept 16.
SEPTEMBER 17	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Discipline Incidents 2017-18	Contact: Elliot Field 503-947-5797
SEPTEMBER 20	DATA REPORTING	REMINDER: 2017-18 Test Results available on ODE public website	**SUPERINTENDENT** - Prepare local press release, if necessary.
SEPTEMBER 20 @ 10 AM	TRAINING	WEBINAR: Training for Kindergarten Assessment Collections 2018-19	**DATA SUBMITTER** - To participate in the webinar, go to the Video Training 2018-2019 webpage.
SEPTEMBER 20 @ 2 PM	TRAINING	WEBINAR: Training for First Period Cumulative ADM Collection 2018-19	**DATA SUBMITTER** - To participate in the webinar, go to the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 20	TEST ADMINISTRATION	Deadline for Bulk Registration for PSAT/NMSQT	***DISTRICT TEST COORDINATOR*** - See the Bulk Registration FAQ for more information.
SEPTEMBER 21	DATA COLLECTION	Deadline for NAEP coordinators of selected schools to register for the MyNAEP website and, if needed, to submit test date change requests (https://www.mynaep.com)	***DISTRICT TEST COORDINATOR*** - Remind NAEP coordinators of selected schools to register for the MyNAEP website and, if needed, to submit test date change requests.
SEPTEMBER 21 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: - Unsafe Schools (based on Discipline Incidents Collection) - Expulsions & Suspensions (based on Discipline Incidents Collection)	Contact: Elliot Field 503-947-5797
SEPTEMBER 27 - OCTOBER 29	DATA COLLECTION	Collection Window for: - First Period Cumulative ADM 2018-19 (covering the period from July 1, 2018 to October 1, 2018)	***DATA SUBMITTER*** - Review business rules and instructions prior to submission on the ADM Resources webpage: https://district.ode.state.or.us/search/page/?id=156 - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after file is processed. - Review collection summary report to verify data was submitted correctly. - When data are complete and accurate, click *verify* under Status Tracking. - Save a production download for your records. - Video Training related to this collection is available on the Video Training 2018-2019 webpage. ***Reminder:*** If a student is enrolled on October 1 or is continuously enrolled on October 2, report the ADM End Date as 10/02/2018 so the student will be included in the Fall Membership count.
SEPTEMBER 27 - NOVEMBER 1	DATA COLLECTION	Collection Window for: - ESEA Title III: Recent Arrivers 2018-19	***DATA SUBMITTER*** - This is a snapshot of students enrolled in the district as of October 1, 2018. - Contact: Kim Miller 503-947-5712
SEPTEMBER 28	DATA COLLECTION	Collection Window Closes for: - At-A-Glance Narrative 2017-18	Contact: Elyse Bean 503-947-5831

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 28 - OCTOBER 1	TEST ADMINISTRATION	Test Information Distribution Engine (TIDE) of OAKS Online is offline for updates	***DISTRICT TEST COORDINATOR*** - The Test Information Distribution Engine (TIDE) will be offline from Friday, September 28 at 5 PM PT through Monday, October 1, 2018 and will re-open for the 2018-19 academic year on Tuesday, October 2, 2018 at 7 AM PT.

OCTOBER 2018

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 1 - NOVEMBER 2	TRAINING	2018-19 Test Administration and Security Training modules posted to ODE public website	***DISTRICT TEST COORDINATOR*** - District Test Coordinators (DTCs) must watch all of the ODE-provided training modules prior to completing the training survey and attending the ODE-facilitated Webinar Session in accordance with Section 1.5: Training Requirements of the 2018-19 Test Administration Manual. - The 2018-19 ODE-provided recorded training modules will be available on the Assessment Training Materials webpage as of October 1, 2018: https://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Training-Materials.aspx.
OCTOBER 2	TEST ADMINISTRATION	TIDE available through the OSAS Portal	***DISTRICT TEST COORDINATOR*** Instructions for creating or modifying user accounts and viewing or editing student information are included in the TIDE User Guide, available on the Assessment Administration webpage. - Add new users - View/edit student information and student settings - Search for students - View/edit student restrictions
OCTOBER 2	TEST ORDERING & REPORTING	REMINDER: Last day of ELPA Braille Order Window	***DISTRICT TEST COORDINATOR*** - ELPA Braille tests must be ordered during this window.
OCTOBER 3	REPORT VALIDATION	Report Validation Window Closes for: - Preliminary School & District At-A-Glance and Accountability Details	Video Training related to collections and validations is available on the Video Training 2017-2018 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 4	ACCOUNTABILITY REPORTS	Final 2017-18 School & District At-A-Glance and Accountability Details available for preview on district secure website	***SUPERINTENDENT*** - Prepare local press release, if necessary.
OCTOBER 10 - OR - OCTOBER 13 - OR - OCTOBER 24	TEST ADMINISTRATION	PSAT/NMSQT® testing	***DISTRICT TEST COORDINATOR*** - Ensure that all tenth grade students who are enrolled in public school have the opportunity to take the PSAT/NMSQT® (except in districts with a waiver). - Wednesday, October 10 is the preferred administration date for the PSAT/NMSQT®. Schools with conflicts may opt to administer the test on October 13 or October 24.
OCTOBER 10 @ 2 PM	TRAINING	WEBINAR: Training for Cumulative ADM Exit Adjustment 2017-18 (Part 1 of 2 for Reporting Dropouts & Cohort Graduation; see Part 2 on October 25)	***DATA SUBMITTER*** - To participate in the webinar, go to the Video Training 2018-2019 webpage.
OCTOBER 11 @ 2 PM	TRAINING	WEBINAR: Training for IUID (Instructional Unit Identifier) Collection 2018-19	***DATA SUBMITTER*** - To participate in the webinar, go to the Video Training 2018-2019 webpage.
OCTOBER 11 - NOVEMBER 19	DATA COLLECTION	Fall Collection Window for: - ESEA Title III: English Learners 2018-19	***DATA SUBMITTER*** - Review business rules and instructions prior to submission on the Title III: English Learners Schedule of Due Dates webpage: https://district.ode.state.or.us/apps/info/DataCllctnDetail.aspx?id=126 or the English Learners Data Collections webpage: https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Data-Collections.aspx - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after file is processed. - Review collection summary report to verify data was submitted correctly. - When data is complete and accurate, click *verify* under Status Tracking. - Save a production download for your records. - Information related to this collection is available on the Title III English Learners Data Collections webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 11 - NOVEMBER 30	DATA COLLECTION	Collection Window for: - Cumulative ADM Exit Adjustment 2017-18	*DATA SUBMITTER* - Review and update end date codes, diploma type codes, withdrawal factors, and Essential Skills fields in 2017-18 Annual Cumulative ADM data. - Video Training related to this collection is available on the <u>Video Training 2018-2019</u> webpage.
OCTOBER 12	TRAINING	Deadline to sign up for required 2018-19 District Test Coordinator (DTC) Training Webinar: - November 6, 2018 - 3-4:30 PM PST - November 7, 2018 - 9-10:30 AM PST - November 8, 2018 - 3:45-5:15 PM PST	*DISTRICT TEST COORDINATOR* - ODE's authorized ESD Partner will provide one make up training session as needed in December 2018 for incoming District Test Coordinators (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 14, 2018**.
OCTOBER 12 - 14	TEST ADMINISTRATION	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 PM PT on Friday, October 12 until 7 PM PT on Sunday, October 14.
OCTOBER 18	TEST ADMINISTRATION	2018-19 Kindergarten Assessment Testing Window Closes: - Early Literacy - Early Mathematics - Approaches to Learning	*DISTRICT TEST COORDINATOR* - Ensure that all Kindergarten students who are enrolled in public school have the opportunity to take the Kindergarten Assessment in accordance with Section 10 – Administering the Kindergarten Assessment of the 2018-19 <u>Test Administration Manual</u>.
OCTOBER 18 - SEPT 13, 2019	DATA COLLECTION	Collection Window for: - IUID (Instructional Unit Identifier) 2018-19	*DATA SUBMITTER* - Video Training related to this collection is available on the <u>Video Training 2018-2019</u> webpage.
OCTOBER 19	DATA COLLECTION	Deadline for NAEP coordinators of selected schools to complete the "Provide School Information" section of the <u>MyNAEP website</u> (https://www.mynaep.com)	*DISTRICT TEST COORDINATOR* - Remind NAEP coordinators of selected schools to complete the "Provide School Information" section of the <u>MyNAEP website</u>.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 24	ACCOUNTABILITY REPORTS	Public Release of: - Final 2017-18 School & District At-A-Glance **and Accountability Detail Reports**	*SUPERINTENDENT* - Prepare local press release, if necessary. *DISTRICT TEST COORDINATOR* - Download school and district At-A-Glance reports for 2017-18 for distribution to parents prior to January 15, 2019. Go to the **At-A-Glance School and District Profiles** webpage: https://www.ode.state.or.us/data/reportcard/reports.aspx.
OCTOBER 25 @ 2 PM	TRAINING	WEBINAR: Training for Reporting Dropouts & Cohort Graduation (Part 2 of 2; see Part 1 on October 10)	*DATA SUBMITTER* - To participate in the webinar, go to the Video Training 2018-2019 webpage.
OCTOBER 25 - DECEMBER 7	REPORT VALIDATION	Report Validation Window for: - NCES Dropout Report and HS Completer Report for 2017-18 - Graduation Cohort 4-year and 5-year Reports for 2017-18	*DATA SUBMITTER* - Check that all schools are included in the validation and that ADM codes are accurately reported in the 2017-18 Annual ADM Collection. Revisions are made in the Exit Adjustment Collection. - Adjustments to outcome data prior to 2017-18 can be made by submitting a program type 14 record to 2017-18 Annual Cumulative ADM. To request to have this collection opened, please email your Regional ESD Partner or Amanda Leopard. See Cumulative ADM Program Type 14: https://district.ode.state.or.us/wma/training/docs/cumadmprog14guidance.pdf for more information. - Cohort Report will include the four-year cohort graduation rate (students first entering high school in 2014-15) and five-year cohort graduation rate (students first entering high school in 2013-14). - Go to the Achievement Data Insight application on the district secure website. The 2017-18 rates are available under Reporting Year 2018-2019. 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. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
OCTOBER 26	ACCOUNTABILITY REPORTS	Regular Attenders report for 2017-18 posted on ODE public website	Download the Regular Attenders report from the Attendance and Absenteeism webpage: https://www.oregon.gov/ode/reports-and-data/students/Pages/Attendance-and-Absenteeism.aspx

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 26 - 29	TEST ADMINISTRATION	Practice and Training Tests offline for updates	***DISTRICT TEST COORDINATOR*** - The Practice Tests and Training Tests will be offline for updates from 5 PM PT on Friday, October 26 until 6 AM PT on Tuesday, October 30, 2019.
OCTOBER 29 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - First Period Cumulative ADM 2018-19 (7/1 - 10/1)	Contact: <u>Amanda Leopard</u> 503-947-5674

OCTOBER 29 @ 11:59 PM	DATA COLLECTION	Collection Windows Close for:
		- 2018-19 Kindergarten Assessment
		  - Early Literacy
		  - Early Mathematics
		  - Approaches to Learning
			Contact: <u>Elyse Bean</u> 503-947-5831

OCTOBER 30	TEST ADMINISTRATION	2018-19 Online Practice Tests Available: - English Language Arts (ELA) & Math - ELPA - Science & Social Sciences	***DISTRICT TEST COORDINATOR*** - Practice tests are available to help familiarize students and test administrators with the test format and functionality prior to operational testing. The practice tests can also be used to make informed decisions about what accommodations might benefit a student during testing.

NOVEMBER 2018

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 1 - 15	TRAINING	Oregon Extended Assessment Qualified Trainer Training	***DISTRICT TEST COORDINATOR*** All trainings will be held using the webinar system or in person this year. - Nov 1 InterMountain ESD (Pendleton) - Nov 6 Southern Oregon ESD (Medford) - Nov 8 High Desert ESD (Redmond) - Nov 13 Northwest Regional ESD (Hillsboro) - Nov 15 Willamette ESD (Salem)
NOVEMBER 2	TRAINING	Deadline for completing required District Test Coordinator (DTC) Training Survey	***DISTRICT TEST COORDINATOR*** - Complete the ODE-provided Training Survey posted on the <u>Assessment Training Materials</u> webpage by **November 2, 2018**.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 2	DATA COLLECTION	Collection Window Closes for: - ESEA Title III: Recent Arrivers 2018-19	Contact: Kim Miller 503-947-5712
NOVEMBER 6 - 8	TRAINING	Required 2018-19 District Test Coordinator (DTC) Training Webinar: - November 6, 2018 - 3-4:30 PM PST - November 7, 2018 - 9-10:30 AM PST - November 8, 2018 - 3:45-5:15 PM PST	***DISTRICT TEST COORDINATOR*** - The purpose of the required ODE-facilitated Webinar Sessions is to clear up misconceptions indicated in the training survey responses, address questions submitted through the training survey, and provide an opportunity for DTCs to ask additional questions and seek clarification. - ODE's authorized ESD Partner will provide one make up training session as needed in December 2018 for incoming DTCs in cases where the outgoing DTC is not available to provide internal make up training. To exercise this option, the district must notify their Regional ESD Partner by **November 14, 2018**.
NOVEMBER 8 - 16	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - First Period Cumulative ADM 2018-19	***DATA SUBMITTER*** - The collection will be open during this period to allow districts to verify and correct their data submission.
NOVEMBER 8 - JANUARY 25	REPORT VALIDATION	Report Validation Window for: - Fall Membership 2018-19	***DATA SUBMITTER*** - Review student enrollment for Districts/Schools. - Go to the Achievement Data Insight application on the district secure website. Data will refresh periodically throughout the window – see the validation site for scheduled refresh dates. - Student Level data is available in the "Detail" tab on the validation site. - Contact your Regional ESD Partner or Robin Stalcup if you have questions or if corrections are needed. - Remember - students must have been reported as enrolled on the first school day in October in order to be included in the Fall Membership report. In other words, the ADM End Date (the weekday following the student's last enrollment within the period) should be 10/02/2018.
NOVEMBER 12	INFORMATIONAL	ODE is closed for the Veteran's Day holiday.	
NOVEMBER 12 - JANUARY 11	TEST ORDERING & REPORTING	Oregon Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	***DISTRICT TEST COORDINATOR*** - Oregon Extended Assessments requiring Braille or Large Print format must be ordered during this window.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 15	ACCOUNTABILITY REPORTS	WEBINAR: **ESSA Supports & Partnership**	***SUPERINTENDENT, PRINCIPALS, DATA SUBMITTERS*** - Webinar on **Oregon's new approach to partnership and supports as described in Oregon's Plan for implementing the Every Student Succeeds Act**
NOVEMBER 15	ACCOUNTABILITY REPORTS	Class Size report for 2017-18 posted on ODE public website	Download the Class Size report from the Class Size Report webpage: https://www.oregon.gov/ode/reports-and-data/Pages/Class-Size-Report.aspx
NOVEMBER 15	TRAINING	Final Training for Oregon 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 6 Southern Oregon ESD (Medford) - Nov 8 High Desert ESD (Redmond) - Nov 13 Northwest Regional ESD (Hillsboro) - Nov 15 Willamette ESD (Salem)
NOVEMBER 16	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - First Period Cumulative ADM 2018-19	Contact: Amanda Leopard 503-947-5674
NOVEMBER 16 - 18	TEST ADMINISTRATION	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 PM PT on Friday, November 16 until 7 PM PT on Sunday, November 18.
NOVEMBER 19	DATA COLLECTION	Fall Collection Window Closes for: - ESEA Title III: English Learners 2018-19	Contact: Kim Miller 503-947-5712

NOVEMBER 19 - DECEMBER 3	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for:
		- 2018-19 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.

NOVEMBER 22 - 23	INFORMATIONAL	ODE is closed for the Thanksgiving holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 29	ACCOUNTABILITY REPORTS	Statewide Report Card posted on Oregon Department of Education public website	To download the Statewide Report Card, go to the Statewide Annual Report Card webpage: https://www.oregon.gov/ode/schools-and-districts/reportcards/Pages/Statewide-Annual-Report-Card.aspx
NOVEMBER 30 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Cumulative ADM Exit Adjustment 2017-18	***DATA SUBMITTER*** - Review and update end date codes, diploma type codes, withdrawal factors, and Essential Skills fields in 2017-18 Annual Cumulative ADM data. - Video Training related to this collection is available on the Video Training 2018-2019 webpage.

DECEMBER 2018

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY

DECEMBER 3	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for:
		- 2018-19 Kindergarten Assessment
		  - Early Literacy
		  - Early Mathematics
		  - Approaches to Learning
			Contact: Elyse Bean 503-947-5831

DECEMBER 5 @ 2 PM	TRAINING	WEBINAR: Training for Staff Position Collection 2018-19	***DATA SUBMITTER*** - To participate in the webinar, go to the Video Training 2018-2019 webpage.
DECEMBER 6 @ 2 PM	TRAINING	WEBINAR: Training for Second Period Cumulative ADM Collection 2018-19	***DATA SUBMITTER*** - To participate in the webinar, go to the Video Training 2018-2019 webpage.
DECEMBER 7	REPORT VALIDATION	Report Validation Window Closes for: - NCES Dropout Report and HS Completer Report for 2017-18 - Graduation Cohort 4-year and 5-year Reports for 2017-18	***DATA SUBMITTER*** - Video Training related to collections and validations is available on the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 10 - 12	TEST ORDERING & REPORTING	PSAT/NMSQT score reports for students, schools, and districts and AP Potential available. Schools will receive through a secure online portal, score reports for the revised PSAT/NMSQT for their students. A single paper copy for each student of their PSAT will be delivered to the school, and students can access their scores online.	*DISTRICT TEST COORDINATOR* - Districts and schools will have online access to their students' PSAT/NMSQT scores, skills, answers, percentiles, AP Potential, and college majors. The online portal allows schools to interactive with individual student's scores as well as aggregate data to help inform instruction. - Schools receive a single paper copy of student score report for each PSAT/NMSQT participant. - Khan Academy provides customized academic skill study plan for each student who takes the PSAT/NMSQT.
DECEMBER 13 @ 7:45 AM	TRAINING	NAEP: Optional webinar available on MyNAEP online assessment planning system; training repeated on December 13, 14, and 17	*DISTRICT TEST COORDINATOR* - Remind principals or NAEP coordinators of selected schools that this optional training is available to them. - Attend the training, if desired.
DECEMBER 13 @ 2:45 PM	TRAINING	NAEP: Optional webinar available on MyNAEP online assessment planning system; training repeated on December 13, 14, and 17	*DISTRICT TEST COORDINATOR* - Remind principals or NAEP coordinators of selected schools that this optional training is available to them. - Attend the training, if desired.
DECEMBER 13 - JANUARY 11	DATA COLLECTION	Collection Window for: - Second Period Cumulative ADM 2018-19 (7/1 - 12/31)	*DATA SUBMITTER* - Review business rules and instructions prior to submission on the ADM Resources webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after file is processed. - Review collection summary report to verify data was submitted correctly. - When data are complete and accurate, click *verify* under Status Tracking. - Save a production download for your records. - Video Training related to this collection is available on the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 13 - JANUARY 28	DATA COLLECTION	Collection Window for: - Staff Position 2018-19	*DATA SUBMITTER* - USID must be requested or updated for all staff prior to completing the staff-level collections. - Review business rules and instructions prior to submission. Go to the Staff Position website: https://district.ode.state.or.us/search/results/?id=449. - Video Training related to this collection is available on the Video Training 2018-2019 webpage.
DECEMBER 14 @ 7:45 AM	TRAINING	NAEP: Optional webinar available on MyNAEP online assessment planning system; training repeated on December 13, 14, and 17	*DISTRICT TEST COORDINATOR* - Remind principals or NAEP coordinators of selected schools that this optional training is available to them. - Attend the training, if desired.
DECEMBER 14 - 16	TEST ADMINISTRATION	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 PM PT on Friday, December 14 until 7 PM PT on Sunday, December 16.
DECEMBER 17 @ 3:45 PM	TRAINING	NAEP: Optional webinar available on MyNAEP online assessment planning system; training repeated on December 13, 14, and 17	*DISTRICT TEST COORDINATOR* - Remind principals or NAEP coordinators of selected schools that this optional training is available to them. - Attend the training, if desired.
DECEMBER 21 - JANUARY 7	TEST ADMINISTRATION	Online Reporting System (ORS) offline for scheduled maintenance	*DISTRICT TEST COORDINATOR* - ORS will be offline to support the deployment of the 2018-19 administration from Friday, December 21 through Monday, January 7.
DECEMBER 25	INFORMATIONAL	ODE is closed for the Christmas holiday.	

JANUARY 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 1	INFORMATIONAL	ODE is closed for the New Year's Day holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 3	ACCOUNTABILITY REPORTS	PREVIEW of Final 2017-18 Dropout and Cohort Graduation Rate reports posted to the ODE district secure website	***DATA SUBMITTER*** - Preview of Final Reports will include the current traditional dropout rate. - Preview of Final Reports will include the four-year cohort graduation rate (students' first entering high school in 2014-15) and five-year cohort graduation rate (students' first entering high school in 2013-14). - Public Release is **January 24, 2019**.
JANUARY 3 - 18	REPORT VALIDATION	Report Validation Window for: - 2018-19 Kindergarten Assessment	***DATA SUBMITTER*** - Go to the Achievement Data Insight application on the district secure website. Data will refresh periodically throughout the window – see the validation site for scheduled refresh dates. - Student Level data is available in the "Detail" tab on the validation site. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if you have questions or if corrections are needed. - Video Training related to this collection is available on the Video Training 2018-2019 webpage.
JANUARY 4 - 7	TEST ADMINISTRATION	Online Test Delivery System (including Practice Tests) offline for deployment of 2018-19 assessments in English Language Arts, Mathematics, ELPA, Science, and Social Sciences	***DISTRICT TEST COORDINATOR*** - TDS will be offline for test deployment from 8 AM PT on Friday, January 4 until 5 PM PT on Monday, January 7.
JANUARY 8	TEST ORDERING & REPORTING	Reports Available through the OSAS Portal: - Performance Reports - Participation Reports	***DISTRICT TEST COORDINATOR*** - Instructions for generating reports through the Online Reporting System (ORS) are included in the Online Reports User Guide, available on the Assessment Administration webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 8 - APRIL 12	TEST ADMINISTRATION	Testing Window for English Language Proficiency Assessment (Grades K-12)	*DATA SUBMITTER* - Update SSID records for students prior to testing. - Note: Only students whose LEP flag is set to "Y" in the SSID record may access the English Language Proficiency Assessment (ELPA). Districts should only set the LEP flag to "Y" for students who are eligible for ELD services in the current school year (refer to the Test Administration Manual, Section 9 and Appendix B for details). *DISTRICT TEST COORDINATOR* - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2018-19 Test Administration Manual. - Districts must administer the ELPA to all students identified as eligible to receive ELD services in the current school year. Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the Test Administration Manual, Section 9 and Appendix B for details). - Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.
JANUARY 8 - JUNE 7	TEST ADMINISTRATION	Testing Window for: - English Language Arts, grades 3 - 8 and High School (Grade 11) (plus **optional** Grade 12 retest) - Social Sciences (Grades 5, 8, and 11)	*DATA SUBMITTER* - Update SSID records for students prior to testing. *DISTRICT TEST COORDINATOR* - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2018-19 Test Administration Manual. - English Language Arts (ELA) assessments are **required** for all students in grades 3 - 8 and High School (grade 11). Grade 12 students have one **optional** opportunity to take the ELA assessments for Essential Skills or college placement purposes. - Social Sciences is **optional** for all students in grades 5, 8, and High School (Grade 11). - See Section 5.2 of the 2018-19 Test Administration Manual for specific local test window criteria.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 9	TEST ORDERING & REPORTING	Social Sciences student scores available in Online Reporting System (ORS) on OSAS Portal	**DISTRICT TEST COORDINATOR** - Preliminary Social Sciences scores available in Online Reporting System (ORS) within 1 business day of test completion. - Records available in Student Centered Staging within 2 business days of test completion. - Information from ORS reports should only be viewed as preliminary information. The source for official scores is the ODE Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract applications.
JANUARY 9 - JUNE 7	TEST ADMINISTRATION	Testing Window for: - Mathematics, grades 3 - 8 and High School (Grade 11) (plus **optional** Grade 12 retest)	**DATA SUBMITTER** - Update SSID records for students prior to testing. **DISTRICT TEST COORDINATOR** - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2018-19 Test Administration Manual. - Mathematics assessments are **required** for all students in grades 3 - 8 and High School (grade 11). Grade 12 students have one **optional** opportunity to take the Math assessments for Essential Skills or college placement purposes. - See Section 5.2 of the 2018-19 Test Administration Manual for specific local test window criteria.
JANUARY 10	TEST ORDERING & REPORTING	Student Centered Staging opens for 2018-19 test records	**DISTRICT TEST COORDINATOR** - Student Centered Staging 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 school institution ID for a specific subject and school year. - The application is continuously accessible, and 2018-19 records are editable until the accountability reporting validation window closes in late August.
JANUARY 10	TEST ORDERING & REPORTING	"Banked" English Language Arts and Mathematics high school test records that met the high school standard in a prior year available in Student Centered Staging	**DISTRICT TEST COORDINATOR** - Ensure that all students enrolled in Grade 11 on May 1, 2019 who do not have a banked score that met the high school standard are tested in the required subjects.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 11	TEST ADMINISTRATION	Deadline for identifying PSAT fee waiver-eligible students and making grade-level adjustments.	***DISTRICT TEST COORDINATOR*** - For PSAT/NMSQT resources and deadlines, go to the PSAT webpage.
JANUARY 11	TEST ORDERING & REPORTING	REMINDER: Last day of Oregon Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	***DISTRICT TEST COORDINATOR*** - Oregon Extended Assessments requiring Braille or Large Print format must be ordered during this window.
JANUARY 11 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Second Period Cumulative ADM 2018-19	Contact: Amanda Leopard 503-947-5674
JANUARY 15	ACCOUNTABILITY REPORTS	REMINDER: Deadline for school districts to make a copy of school and district reports available to the parent(s) or guardian(s) of each child enrolled in a public school in the school district	***OAR 581-022-1060 School and District Performance Report Criteria*** (3) Each school and school district report shall contain the information required by this rule. By January 15 of each year, school districts shall make a copy of the state provided school and school district performance report available to the parent(s) or guardian(s) of each child enrolled in a public school in the school district by doing one or more of the following: (a) Mailing a copy; (b) Electronically sending a copy; or (c) Providing a link to a state or district web site containing the reports and also making copies available in local schools, libraries, parents centers, community centers, or other public locations easily accessible to parents and others.
JANUARY 16 @ 2 PM	TRAINING	WEBINAR: Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract (AWE)	***DISTRICT TEST COORDINATOR*** - To participate in the webinar, go to the Video Training 2018-2019 webpage.
JANUARY 17 - 25	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Second Period Cumulative ADM 2018-19	***DATA SUBMITTER*** - The collection will be open during this period to allow districts to verify and correct their data submission.
JANUARY 18	REPORT VALIDATION	Report Validation Window Closes for: - 2018-19 Kindergarten Assessment	***DATA SUBMITTER*** - Video Training related to this collection is available on the Video Training 2018-2019 webpage. - Contact: Elyse Bean 503-947-5831

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 21	INFORMATIONAL	ODE is closed for the Martin Luther King, Jr. Day holiday.	
JANUARY 24	ACCOUNTABILITY REPORTING	2017-18 Dropout and Cohort Graduation Rate reports released to the public	- Reports will include the current traditional dropout rate. - Reports will include the four-year cohort graduation rate (students first entering high school in 2014-15) and five-year cohort graduation rate (students first entering high school in 2013-14).
JANUARY 25	REPORT VALIDATION	Report Validation Window Closes for: - Fall Membership 2018-19	*DATA SUBMITTER* - Video Training related to collections and validations is available on the Video Training 2018-2019 webpage.
JANUARY 25	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Second Period Cumulative ADM 2018-19	Contact: Amanda Leopard 503-947-5674
JANUARY 28 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Staff Position 2018-19	Contact: **Ryan Clark 503-947-5632**
JANUARY 28 - MARCH 8	TEST ADMINISTRATION	Testing window for NAEP in selected schools	*DISTRICT TEST COORDINATOR* - Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.

FEBRUARY 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 1	TEST ORDERING & REPORTING	ODE will forward the template to districts that have registered for Logramos with format for submission of background information on participating students.	Contact: **Kelly Kalkofen** 503-947-5741

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 1 - 8	TEST ORDERING & REPORTING	Districts submit to ODE demographic information for students participating in Logramos	**DISTRICT TEST COORDINATOR** - Use the template provided by ODE to collect demographic information on students participating in Logramos. - Send student demographic file(s) via Secure File Transfer (https://district.ode.state.or.us/apps/xfers/) to Saleem Ahmad by February 8. - Districts that submit student background information to ODE will receive pre-coded test materials in the spring. Other districts will receive blank answer documents, and district staff will need to fill in this information for each participating student.
FEBRUARY 6 - JUNE 7	TEST ADMINISTRATION	Testing Window for: - Science (Grades 5, 8, and 11)	**DATA SUBMITTER** - Update SSID records for students prior to testing. **DISTRICT TEST COORDINATOR** - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2018-19 Test Administration Manual. - Science is **required** for all students in grades 5, 8, and High School (Grade 11). **Students currently in grade 11 who achieved proficient scores on the OAKS Science Assessment in grades 8, 9, or 10 do not need to take the new NGSS Assessment in 2018-19. Students who have not achieved a proficient level score must participate in the science assessment in grade 11 in order to meet high school participation requirements.** - See Section 5.2 of the 2018-19 Test Administration Manual for specific local test window criteria.
FEBRUARY 7	ACCOUNTABILITY REPORTING	REMINDER: Student Enrollment Report for 2018-19 released to the public and press	**DATA SUBMITTER** - Changes to enrollment submissions must be made in First Period Cumulative ADM by January **25** in order to be reflected in the Final Preview and Final Fall Membership Report.
FEBRUARY 7	TEST ORDERING & REPORTING	Oregon Extended Assessment document download launched for English Language Arts, Mathematics, and Science	**DISTRICT TEST COORDINATOR** - Download Oregon Extended Assessments for February 15 - April 25 test administration window. Go to Oregon's Extended Assessment Training and Proficiency Site: http://or.k12test.com/. - Maintain the security of all test materials in accordance with Section 2 - Test Security of the 2018-19 Test Administration Manual.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 7 - 15	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Staff Position 2018-19	***DATA SUBMITTER*** - Districts will have an opportunity to make corrections to their Staff Position submission as identified in the post-collection validations.
FEBRUARY 8	TEST ORDERING & REPORTING	Last day for districts to submit to ODE demographic information for students participating in Logramos	Contact: **Kelly Kalkofen** 503-947-5741
FEBRUARY 8 - 10	TEST ADMINISTRATION	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 PM PT on Friday, February 8 until 7 PM PT on Sunday, February 10.
FEBRUARY 12	DATA REPORTING	Kindergarten Assessment Report for 2018-19 released to the public and press release	***SUPERINTENDENT*** - Prepare local press release, if necessary.
FEBRUARY 14 - APRIL 25	TEST ADMINISTRATION	Testing Window for Oregon Extended Assessments: - English Language Arts: Grades 3-8 & 11* - Mathematics: Grades 3-8 & 11* - Science: Grades 5, 8 & 11*	***DISTRICT TEST COORDINATOR*** - Maintain the security of all test materials in accordance with Section 2 - Test Security of the 2018-19 Test Administration Manual. - Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Oregon 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 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 14 - MAY 10	DATA COLLECTION	Oregon Extended Assessments Data Entry Window: - English Language Arts: Grades 3-8 & 11* - Mathematics: Grades 3-8 & 11* - Science: Grades 5, 8 & 11*	***DATA SUBMITTER*** - Update SSID records for students 2 days prior to submitting assessment results. - Transmit results of Extended Assessments via Oregon's Extended Assessment Training and Proficiency Site on the BRT website. - * For 12th grade students, records submitted by **April 25** will be scored and available in Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract on Friday, May 10.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 15	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Staff Position 2018-19	Contact: **Ryan Clark** **503-947-5632**
FEBRUARY 18	INFORMATIONAL	ODE is closed for the Presidents Day holiday.	

MARCH 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 8	TEST ADMINISTRATION	Testing window closes for NAEP in selected schools	*DISTRICT TEST COORDINATOR* - Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
MARCH 8 - 11	TEST ORDERING & REPORTING	Online Reporting System (ORS) offline for deployment of ELPA scores	*DISTRICT TEST COORDINATOR* - ORS will be offline from 5 PM PT on Friday, March 8 until 6 AM PT on Tuesday, March 12.
MARCH 12	TEST ORDERING & REPORTING	ELPA Preliminary Student Scores for tests completed January 8 - 31 available in Online Reporting System (ORS) pending comprehensive quality control	*DISTRICT TEST COORDINATOR* - The Online Reporting System (ORS) 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 OSAS Portal systems, resulting in a centralized reporting system. - Information from ORS should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract applications.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 12	TEST ORDERING & REPORTING	ELPA Tests Completed January 8 - 31 posted to Student Centered Staging pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** As test records are posted on the ODE district secure website: - Verify that each English Learner has a score posted for the ELPA. - 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 ELPA does not have a score in Student Centered Staging.
MARCH 14 @ 2 PM	TRAINING	WEBINAR: Training for Staff Assignment Collection 2018-19	***DATA SUBMITTER*** - To participate in the webinar, go to the Video Training 2018-2019 webpage.
MARCH 15 - 17	TEST ADMINISTRATION	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 PM PT on Friday, March 15 until 7 PM PT on Sunday, March 17.
MARCH 21 @ 2 PM	**TRAINING**	**WEBINAR: Training for Staff Validations 2018-19**	***DATA SUBMITTER*** - **To participate in the webinar, go to the Video Training 2018-2019 webpage.**
MARCH 21 - APRIL 19	DATA COLLECTION	Collection Window for: - Staff Assignment 2018-19	***DATA SUBMITTER*** - USID must be requested or updated for all staff prior to completing the staff-level collections. - IUID collection must be submitted prior to completing the Staff Assignment collection. - Review business rules and instructions prior to submission. Go to the Staff Assignment Schedule of Due Dates website: https://district.ode.state.or.us/apps/info/DataCllctnDetail.aspx?id=168. - Video Training related to this collection is available on the Video Training 2018-2019 webpage.
MARCH 29 - APRIL 1	TEST ADMINISTRATION	Online Reporting System (ORS) offline for deployment of English Language Arts and Mathematics Score Reports	***DISTRICT TEST COORDINATOR*** - ORS will be offline to support the deployment of the 2018-19 English Language Arts and Mathematics tests from 5 PM PT on Friday, March 29 until 6 AM PT on Tuesday, April 2.

APRIL 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 1	TEST ORDERING & REPORTING	Logramos materials arrive in districts	Contact: **Kelly Kalkofen** 503-947-5741
APRIL 2	TEST ORDERING & REPORTING	English Language Arts and Mathematics Tests available in Online Reporting System (ORS) pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** - The Online Reporting System (ORS) 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 OSAS Portal systems, resulting in a centralized reporting system. - Information from ORS should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract applications.
APRIL 2	TEST ORDERING & REPORTING	English Language Arts (ELA) and Mathematics Tests posted to Student Centered Staging pending comprehensive quality control	***DISTRICT TEST COORDINATOR*** As test records are posted on the ODE district secure website: - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Apply administration codes for students not enrolled during test window, home schooled students, etc.
APRIL 4 - 29	REPORT VALIDATION	Report Validation Window for: - Staff FTE - Staff Ethnicity	***DATA SUBMITTER*** - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to this collection is available on the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 9	TEST ORDERING & REPORTING	ELPA Preliminary Student Scores for tests completed February 1 - 28 available in Online Reporting System (ORS) pending comprehensive quality control	**DISTRICT TEST COORDINATOR** - The Online Reporting System (ORS) 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 OSAS Portal systems, resulting in a centralized reporting system. - Information from ORS should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract applications.
APRIL 9	TEST ORDERING & REPORTING	ELPA Tests Completed February 1 - 28 posted to Student Centered Staging pending comprehensive quality control	**DISTRICT TEST COORDINATOR** As test records are posted on the ODE district secure website: - Verify that each English Learner has a score posted for the ELPA. - 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 ELPA does not have a score in Student Centered Staging.
APRIL 11 @ 2 PM	TRAINING	WEBINAR: Training for Institutions for Accountability Reports 2018-19	**DATA SUBMITTER** - To participate in the webinar, go to the Video Training 2018-2019 webpage.
APRIL 12	TEST ADMINISTRATION	REMINDER: Last day for ELPA testing	**DISTRICT TEST COORDINATOR** - The testing window closes at 11:59 PM.
APRIL 15 - MAY 10	TEST ADMINISTRATION	Logramos Testing Window	**DISTRICT TEST COORDINATOR** - Administer Logramos in accordance with the 2018-19 Test Administration Manual. - Logramos is a paper and pencil based assessment, so no computer time is needed.
APRIL 18 @ 2 PM	TRAINING	WEBINAR: Training for Third Period Cumulative ADM Collection 2018-19	**DATA SUBMITTER** - To participate in the webinar, go to the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 18 - MAY 13	REPORT VALIDATION	Report Validation Window for: - Institutions for Accountability Reports 2018-19	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that relevant data is available for each school. Go to the Achievement Data Insight application on the district secure website. - Request, if desired, recognition as new school. See Accountability Policy Manual for more details. Boundary Change Calculator is posted on the Accountability Tools webpage: https://www.oregon.gov/ode/schools-and-districts/reportcards/reportcards/Pages/Report-Card-Tools.aspx. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Institution validation guidance can be found on the Institution Validation webpage: https://district.ode.state.or.us/search/page/?id=246.
APRIL 18 - MAY 24	DATA COLLECTION	Spring Collection Window for: - ESEA Title III: English Learners 2018-19	*DATA SUBMITTER* - Review business rules and instructions prior to submission on the Title III: English Learners Schedule of Due Dates webpage or the English Learners Data Collections webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after file is processed. - Review collection summary report to verify data was submitted correctly. - When data is complete and accurate, click *verify* under Status Tracking. - Save a production download for your records. - Information related to this collection is available on the Title III English Learners Data Collections webpage.
APRIL 19 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Staff Assignment 2018-19	Contact: Caitlin McRae 503-934-0831
APRIL 19 - 21	TEST ADMINISTRATION	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 PM PT on Friday, April 19 until 7 PM PT on Sunday, April 21.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 25	TEST ADMINISTRATION	REMINDER: Last day of Oregon Extended Assessments Testing Window: - English Language Arts: Grades 3-8 & 11* - Mathematics: Grades 3-8 & 11* - Science: Grades 5, 8 & 11*	*DATA SUBMITTER* - Transmit results of Oregon Extended Assessments via Oregon's Extended Assessment Training and Proficiency Site on the BRT website by May 10. - * For 12th grade students, records submitted by **April 25** will be scored and available in Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract on Friday, May 10.
APRIL 25 - MAY 24	DATA COLLECTION	Collection Window for: - Third Period Cumulative ADM 2018-19 (7/1 - 5/1)	*DATA SUBMITTER* - Review business rules and instructions prior to submission on the ADM Resources webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after file is processed. - Review collection summary report to verify data was submitted correctly. - When data are complete and accurate, click *verify* under Status Tracking. - Save a production download for your records. - Video Training related to this collection is available on the Video Training 2018-2019 webpage. ***Reminder:*** If a student is enrolled on May 1 or is continuously enrolled on May 2, report the ADM End Date as 05/02/2019 so the student will be included in the Spring Membership count.
APRIL 29	REPORT VALIDATION	Report Validation Window Closes for: - Staff FTE - Staff Ethnicity	Contact: **Ryan Clark** 503-947-5632
LATE SPRING	TEST ADMINISTRATION	Final PSAT invoices are sent to schools	

MAY 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 1 @ NOON	ACCOUNTABILITY REPORTS	REMINDER: Last day for submitting requests for new school status due to boundary or grade changes	*SUPERINTENDENT* - Send signed request for new school designation with supporting data to ODE. See the Accountability Tools webpage for additional information.
MAY 2 @ 2 PM	TRAINING	WEBINAR: Training for Class Roster Collection 2018-19	*DATA SUBMITTER* - To participate in the webinar, go to the Video Training 2018-2019 webpage.
MAY 2 - 10	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Staff Assignment 2018-19	*DATA SUBMITTER* - Districts will have an opportunity to make corrections to their Staff Assignment submission as identified in the post-collection validations.
MAY 7	TEST ORDERING & REPORTING	ELPA Preliminary Student Scores for tests completed March 1 - 29 available in Online Reporting System (ORS) pending comprehensive quality control	*DISTRICT TEST COORDINATOR* - The Online Reporting System (ORS) 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 OSAS Portal systems, resulting in a centralized reporting system. - Information from ORS should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract applications.
MAY 7	TEST ORDERING & REPORTING	ELPA Tests Completed March 1 - 29 posted to Student Centered Staging pending comprehensive quality control	*DISTRICT TEST COORDINATOR* As test records are posted on the ODE district secure website: - Verify that each English Learner has a score posted for the ELPA. - 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 ELPA does not have a score in Student Centered Staging.
MAY 8 @ 2 PM	TRAINING	WEBINAR: Training for **Ninth Grade** On-Track Collection 2018-19	*DATA SUBMITTER* - To participate in the webinar, go to the Video Training 2018-2019 webpage.
MAY 9 @ 2 PM	TRAINING	WEBINAR: Training for Annual Cumulative ADM Collection 2018-19	*DATA SUBMITTER* - To participate in the webinar, go to the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 9 - JULY 1	DATA COLLECTION	Collection Window for: - Class Roster 2018-19	*DATA SUBMITTER* - Video Training related to this collection is available on the <u>Video Training 2018-2019</u> webpage.
MAY 9 - JULY 1	DATA COLLECTION	Collection Window for: - **Ninth Grade** On-Track 2018-19	*DATA SUBMITTER* - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after file is processed. - Review collection summary report to verify data was submitted correctly. - When data are complete and accurate, click *verify* under Status Tracking. - Save a production download for your records. - Video Training related to this collection is available on the <u>Video Training 2018-2019</u> webpage.
MAY 10	TEST ADMINISTRATION	REMINDER: Last day of Logramos Testing Window	*DISTRICT TEST COORDINATOR* - Administer Logramos in accordance with the 2018-19 <u>Test Administration Manual</u>. - Logramos is a paper and pencil based assessment, so no computer time is needed.
MAY 10 @ 5 PM	DATA COLLECTION	REMINDER: Last day for transmitting Oregon Extended Assessment results to BRT: - English Language Arts: Grades 3-8 & 11* - Mathematics: Grades 3-8 & 11* - Science: Grades 5, 8 & 11*	*DATA SUBMITTER* - Update SSID records for students prior to submitting assessment results. - Transmit results of Oregon Extended Assessments via <u>Oregon's Extended Assessment Training and Proficiency Site</u> on the BRT website. - * For 12th grade students, records submitted by **April 25** will be scored and available in Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract on Friday, May 10. <u>***IMPORTANT:***</u> *Extended Assessment results not transmitted by this date will be counted as non-participants in assessment and accountability reports.*

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 10	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Staff Assignment 2018-19	Contact: Caitlin McRae 503-934-0831
MAY 13	REPORT VALIDATION	Report Validation Window Closes for: - Institutions for Accountability Reports 2018-19	Contact: Amanda Leopard 503-947-5674
MAY 13 - 24	TEST ORDERING & REPORTING	Ship Logramos materials for scoring and reporting	***DISTRICT TEST COORDINATOR*** - Ship used answer folders to Riverside Scoring Service for scoring and reporting**. Contact Kelly Kalkofen at 503-947-5741 for more information**.
MAY 14 @ 2 PM	TRAINING	WEBINAR: Student Centered Staging - Focus on editing and checking Staging, Third Period Cumulative ADM, and English Learners data	To participate in the webinar, go to the Video Training 2018-2019 webpage.
MAY 16 - JULY 8	DATA COLLECTION	Collection Window for: - Annual Cumulative ADM 2018-19 (7/1 - 6/28)	***DATA SUBMITTER*** - Review business rules and instructions prior to submission on the ADM Resources webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after file is processed. - Review collection summary report to verify data was submitted correctly. - When data are complete and accurate, click *verify* under Status Tracking. - Save a production download for your records. - Video Training related to this collection is available on the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 17 - 19	TEST ADMINISTRATION	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 PM PT on Friday, May 17 until 7 PM PT on Sunday, May 19.
MAY 20	TEST ORDERING & REPORTING	Test records from Grade 12 Oregon Extended Assessments available in the Student Centered Staging on the ODE district secure website	***DISTRICT TEST COORDINATOR*** As Grade 12 test records are posted on the ODE district secure website: - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Apply administration codes for students not enrolled during test window, home schooled students, etc.
MAY 23 – JUNE 18	**TEST ORDERING & REPORTING**	**Kindergarten Assessment 2019-20 Order Window**	***DISTRICT TEST COORDINATOR*** - **Order Kindergarten Assessment booklets for 2019-20 in the TIDE system on the OSAS Portal.**
MAY 23 - JULY 1	DATA COLLECTION	Collection Window for: - Discipline Incidents 2018-19	Contact: Lisa Bateman 503-947-5655
MAY 24	TEST ORDERING & REPORTING	Test records from Oregon Extended Assessments available in Student Centered Staging on the ODE district secure website	***DISTRICT TEST COORDINATOR*** As test records are posted on the ODE district secure website: - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Apply administration codes for students not enrolled during test window, home schooled students, etc.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 24	TEST ORDERING & REPORTING	ELPA Preliminary Student Scores for tests completed April 1 - 12 available in Online Reporting System (ORS) pending comprehensive quality control	**DISTRICT TEST COORDINATOR** - The Online Reporting System (ORS) 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 OSAS Portal systems, resulting in a centralized reporting system. - Information from ORS should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging, Secure Assessment Reports, and Accountability Warehouse Extract applications.
MAY 24	TEST ORDERING & REPORTING	ELPA Tests Completed April 1 - 12 posted to Student Centered Staging pending comprehensive quality control	**DISTRICT TEST COORDINATOR** As test records are posted on the ODE district secure website: - Verify that each English Learner has a score posted for the ELPA. - 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 ELPA does not have a score in Student Centered Staging.
MAY 24	TEST ORDERING & REPORTING	REMINDER: Last day to ship Logramos materials for scoring and reporting	**DISTRICT TEST COORDINATOR** - Ship used answer folders to Riverside Scoring Service for scoring and reporting. **Contact Kelly Kalkofen at 503-947-5741 for more information**.
MAY 24 @ 11:59 PM	DATA COLLECTION	Spring Collection Window Closes for: - ESEA Title III: English Learners 2018-19	Contact: Kim Miller 503-947-5712
MAY 24 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Third Period Cumulative ADM 2018-19 (7/1 - 5/1)	**DATA SUBMITTER** - Should have Third Period Cumulative ADM submitted (collection opened April 25 to May 24; additional editing window open to all submitters will be May 30 to June 7 to work on audits, and open by request only (email) from June 10 to August 23 allowed during accountability reporting validation period).
MAY 27	INFORMATIONAL	ODE is closed for the Memorial Day holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 31	DATA COLLECTION	Last date for changes to be included in initial posting of accountability data validations: - Third Period Cumulative ADM 2018-19	***DATA SUBMITTER*** - Should have Third Period Cumulative ADM submitted (collection opened April 25 to May 24; open for editing May 30 to June 7; open by request (email) only June 10 to August 23).
MAY 31 @ 5 PM - JUNE 3	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports temporarily closed for processing	***DISTRICT TEST COORDINATOR*** - All 2018-19 test records will be unavailable for download or editing in order to generate non-participation (virtual) records. - 2018-19 Student Reports will also be unavailable during this time.

JUNE 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 4 BY 9 AM	DATA VALIDATION	Student Centered Staging, Secure Assessment Reports reopen (with non-participation virtual records generated from Spring Membership)	***DISTRICT TEST COORDINATOR*** Review test records in Student Centered Staging to verify that demographic information in report reflects student demographics: - Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. - Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. - Notify submitter of Third Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. - Notify submitter of English Learners Collection if English Learners data on test records is incorrect.
JUNE 5 @ 10:30 AM	TRAINING	WEBINAR: Training for Achievement Data Insight and Enrollment Validations	***DATA SUBMITTER*** - To participate in the webinar, go to the <u>Video Training 2018-2019</u> webpage.
JUNE 6 - 17	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Third Period Cumulative ADM 2018-19	***DATA SUBMITTER*** - 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 6 @ 2 PM	TRAINING	WEBINAR: School Accountability Details & School Ratings 2018-19	To participate in the webinar, go to the Video Training 2018-2019 webpage.
JUNE 6 - 24	DATA COLLECTION REVIEW	Last Collection Editing Window for: - ESEA Title III: English Learners 2018-19 - Critical Validation - English Learners/Third Period Cumulative ADM	*DATA SUBMITTER* - Review business rules and instructions prior to submission on the Title III: English Learners Schedule of Due Dates webpage or the English Learners Data Collections webpage. - Adjust records for exiting students. - Review collection summary report to verify data was submitted correctly. - Review provided data sheet from ODE to determine which data collection (English Learners or Third Period Cumulative ADM) needs to be updated. - When data is complete and accurate, click *verify* under Status Tracking. - Save a production download for your records. - Information related to this collection is available on the Title III English Learners Data Collections webpage.
JUNE 6 - AUGUST 23	REPORT VALIDATION	Report Validation Window (based on Third Period Cumulative ADM Collection) for: - Not Chronically Absent - Student Enrollment - **Staff Turnover**	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to these validations is available on the Video Training 2018-2019 webpage.
JUNE 7	TEST ADMINISTRATION	REMINDER: Last day of testing window for: - English Language Arts and Mathematics (Grades 3 - 8 and High School) - Science and Social Sciences (Grades 5, 8, and 11)	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 7	TEST ORDERING & REPORTING	Last date for changes to be included in initial posting of accountability data validations: - Assessment test records	***DISTRICT TEST COORDINATOR*** As test records are posted on the ODE district secure website: - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Apply administration codes for students not enrolled during test window, home schooled students, etc.
JUNE 7 @ 5 PM - JUNE 10	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports temporarily closed for processing	***DISTRICT TEST COORDINATOR*** - All 2018-19 test records will be unavailable for download or editing in order to generate non-participation (virtual) records. - 2018-19 Student Reports will also be unavailable during this time.
BY JUNE 8	TEST ORDERING & REPORTING	All completed student scores available for Social Sciences	***DISTRICT TEST COORDINATOR*** - Preliminary student scores available in Online Reporting System within 1 business day of test completion. Final day of testing is June 7. - Social Sciences records available in Student Centered Staging within 2 business days of test completion.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 11 **BY 9 AM**	DATA VALIDATION	Student Centered Staging, Secure Assessment Reports reopen (with non-participation virtual records generated from Spring Membership)	***DISTRICT TEST COORDINATOR*** Review test records in Student Centered Staging to verify that demographic information in report reflects student demographics: - Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. - Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. - Notify submitter of Third Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. - Notify submitter of English Learners Collection if English Learners data on test records is incorrect.
JUNE 13 - **AUGUST 23** **@ 5 PM**	REPORT VALIDATION	Assessment Report Validation Window for: - English Language Arts Student Performance - Mathematics Student Performance	***DISTRICT TEST COORDINATOR*** - To validate assessment participation, performance, and growth data, go to the Achievement Data Insight application on the district secure website. - Video Training related to collections and validations is available on the Video Training 2018-2019 webpage.
JUNE 14 - 16	TEST ADMINISTRATION	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 PM PT on Friday, June 14 until 7 PM PT on Sunday, June 16.
JUNE 17	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Third Period Cumulative ADM 2018-19	Contact: Amanda Leopard 503-947-5674
JUNE 18	TEST ORDERING & REPORTING	Kindergarten Assessment 2019-20 Order Window Closes	***DISTRICT TEST COORDINATOR*** - Order Kindergarten Assessment booklets for 2019-20 in the TIDE system on the OSAS Portal.
JUNE 20 **@ 2 PM**	TRAINING	WEBINAR: Training for At-A-Glance Narrative Collection 2018-19	***DATA SUBMITTER*** - To participate in the webinar, go to the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 21	TEST ORDERING & REPORTING	Test records from Social Sciences Partial records available in Student Centered Staging on the ODE district secure website	***DISTRICT TEST COORDINATOR*** As test records are posted on the ODE district secure website: - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Apply administration codes for students not enrolled during test window, home schooled students, etc.
JUNE 24	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - ESEA Title III: English Learners 2018-19 - Critical Validation - English Learners/Third Period Cumulative ADM	Contact: Kim Miller 503-947-5712

JULY 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 1 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Class Roster 2018-19	Contact: **Ryan Clark 503-947-5632**
JULY 1 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - **Ninth Grade** On-Track 2018-19	Contact: Beth Blumenstein 503-947-5767
JULY 1 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Discipline Incidents 2018-19	Contact: Lisa Bateman 503-947-5655

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 5	TEST ORDERING & REPORTING	Test records from English Language Arts and Mathematics Partial records available in the Student Centered Staging on the ODE district secure website	*DISTRICT TEST COORDINATOR* As test records are posted on the ODE district secure website: - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Apply administration codes for students not enrolled during test window, home schooled students, etc.
JULY 8 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Annual Cumulative ADM 2018-19	Contact: Amanda Leopard 503-947-5674
JULY 11 @ 2 PM	TRAINING	WEBINAR: Training for Class Size Validation 2018-19	*DATA SUBMITTER* - To participate in the webinar, go to the Video Training 2018-2019 webpage.
JULY 11 - 19	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Class Roster 2018-19	*DATA SUBMITTER* - The collection will be open during this period to allow districts to verify and correct their data submission.
JULY 11 - AUGUST 9	REPORT VALIDATION	Report Validation Window for: - **Ninth Grade** On-Track 2018-19	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to collections and validations is available on the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 11 - SEPTEMBER 13	REPORT VALIDATION	Report Validation Window for: - Class Size 2018-19	***DATA SUBMITTER*** - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to collections and validations is available on the Video Training 2018-2019 webpage.
JULY 18 - 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Annual Cumulative ADM 2018-19	***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 18-26. After July 26, full collection available for editing by request only.)
JULY 18 - AUGUST 23	REPORT VALIDATION	Report Validation Window for: - On Track to English Language Proficiency	***DATA SUBMITTER*** - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
JULY 18 - SEPTEMBER 20	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2018-19	***DATA SUBMITTER*** - Video training related to this collection is available on the Video Training 2018-2019 webpage.
JULY 18 - OCTOBER 2	REPORT VALIDATION	Report Validation Window for: - Preliminary School & District Accountability Details	Video Training related to collections and validations is available on the Video Training 2018-2019 webpage.
JULY 19	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Class Roster 2018-19	Contact: Beth Blumenstein 503-947-5767
JULY 25 @ 2 PM	TRAINING	WEBINAR: School and District At-A-Glance Profiles 2018-19	To participate in the webinar, go to the Video Training 2018-2019 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 25 - OCTOBER 2	REPORT VALIDATION	Report Validation Window for: - Preliminary School & District At-A-Glance Profiles	Video Training related to collections and validations is available on the Video Training 2018-2019 webpage.
JULY 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2018-19	*DATA SUBMITTER* - The collection will be closed to audit reviews. (After July 26, full collection available for editing by request only.)

AUGUST 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 1 - 23	REPORT VALIDATION	Report Validation Window (based on Third Period Cumulative ADM Collection) for: - **Student Mobility**	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Video Training related to these validations is available on the Video Training 2018-2019 webpage.
AUGUST 1 - SEPTEMBER 6	REPORT VALIDATION	Report Validation Window for: - Teacher Qualification 2018-19	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 8 - SEPTEMBER 20	REPORT VALIDATION	Report Validation Window for: - Unsafe Schools (based on Discipline Incidents Collection) - Expulsions & Suspensions (based on Discipline Incidents Collection)	*DATA SUBMITTER* - Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the district secure website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 9	REPORT VALIDATION	Report Validation Window Closes for: - **Ninth Grade** On-Track 2018-19	Contact: Beth Blumenstein 503-947-5767
AUGUST 15 @ 5 PM	ACCOUNTABILITY REPORTS	**School and District Accountability Appeals due to ODE**	*SUPERINTENDENT* - **Request appeal of accountability data if appropriate. Appeal form is available on the Accountability Policy webpage.**

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 15 - 23	REPORT VALIDATION	Report Validation Window for: - Secure Test Results for 2018-19 (to be released to the public and press release on September **TBA**, 2019)	*DISTRICT TEST COORDINATOR* If the district has made changes to assessment test records after August 2: - Review preliminary Secure Test Results posted on the Oregon Department of Education district secure website to verify that demographic information in report reflects student demographics. Go to the Achievement Data Insight application on the district secure website. - Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments, and apply administration codes for students not enrolled during test window, home schooled students, etc.
AUGUST 22 – SEPTEMBER 16	DATA COLLECTION REVIEW	**Data Collection Review Window for:** - **Discipline Incidents 2018-19**	*DATA SUBMITTER* - **The collection will be open during this period to allow districts to verify and correct their data submission.**
AUGUST 23	REPORT VALIDATION	Report Validation Window Closes for: - Regular Attenders - Student Enrollment - **Student Mobility** - **Staff Turnover**	*DATA SUBMITTER* - Go to the Achievement Data Insight application on the district secure website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 23 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window Closes for: - English Language Arts Student Performance - Mathematics Student Performance - **On Track to ELP**	*DISTRICT TEST COORDINATOR* - Validation windows for ALL SUBJECTS close at 5 PM.
AUGUST 23	DATA COLLECTION	Last date for changes to be included in Final Accountability Details: - 2018-19 Assessment test records - Third Period Cumulative ADM 2018-19	
AUGUST 23 @ 5 PM - AUGUST 26	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports closed for final processing	*DISTRICT TEST COORDINATOR* - All 2018-19 assessment records will be unavailable for download or editing. - 2018-19 Student Reports will also be unavailable during this time. - 2018-19 assessment records will remain READ-ONLY after August 23.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 27 BY 9 AM	INFORMATIONAL	Student Centered Staging, Secure Assessment Reports reopen (All subjects read-only for 2018-19)	
AUGUST 29 - SEPTEMBER 6	DATA COLLECTION REVIEW	Data Collection Review Window for: - **Ninth Grade** On-Track 2018-19	Contact: Beth Blumenstein 503-947-5767

SEPTEMBER 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 2	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
SEPTEMBER 5	DATA REPORTING	2018-19 Kindergarten Assessment Results Look-Back Report available on ODE public website	*SUPERINTENDENT* - Prepare local press release, if necessary.
SEPTEMBER 6	REPORT VALIDATION	Report Validation Window Closes for: - Teacher Qualification 2018-19	Contact: Caitlin McRae 503-934-0831
SEPTEMBER 6	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - **Ninth Grade** On-Track 2018-19	Contact: Beth Blumenstein 503-947-5767
SEPTEMBER TBA	DATA REPORTING	REMINDER: 2018-19 Test Results available on ODE public website	*SUPERINTENDENT* - Prepare local press release, if necessary.
SEPTEMBER 13	REPORT VALIDATION	Report Validation Window Closes for: - Class Size 2018-19	Contact: Robin Stalcup 503-947-5878
SEPTEMBER 13	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) Collection 2017-18	Contact: Caitlin McRae 503-934-0831
SEPTEMBER 16	**DATA COLLECTION REVIEW**	**Data Collection Review Window Closes for:** - **Discipline Incidents 2018-19**	**Contact: Lisa Bateman 503-947-5655**

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 20 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: - Unsafe Schools (based on Discipline Incidents Collection) - Expulsions & Suspensions (based on Discipline Incidents Collection)	Contact: Lisa Bateman 503-947-5655
SEPTEMBER 20	DATA COLLECTION	Collection Window Closes for: - At-A-Glance Narrative 2018-19	Contact: Elyse Bean 503-947-5831

OCTOBER 2019

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 2	REPORT VALIDATION	Report Validation Window Closes for: - Preliminary School & District At-A-Glance Profiles - Preliminary School & District Accountability Details	Video Training related to collections and validations is available on the Video Training 2018-2019 webpage.
OCTOBER TBA	ACCOUNTABILITY REPORTS	Class Size report for 2018-19 posted on ODE public website	Download the Class Size report from the Class Size Report webpage.
OCTOBER 3	ACCOUNTABILITY REPORTS	Final 2018-19 School & District At-A-Glance and Accountability Details available for preview on district secure website	***SUPERINTENDENT*** - Prepare local press release, if necessary.

OCTOBER TBA	ACCOUNTABILITY REPORTS	WEBINAR on Release of School & District Profiles	***SUPERINTENDENT, PRINCIPALS, DATA SUBMITTERS***
			- Webinar to provide school district staff with a preview of Oregon's school and district profiles
			   - District Webinar: 9:30 AM
			   - Media Webinar: 11:30 AM

OCTOBER TBA	ACCOUNTABILITY REPORTS	Public Release of: - Final 2018-19 School & District At-A-Glance and Accountability Details	***SUPERINTENDENT*** - Prepare local press release, if necessary. ***DISTRICT TEST COORDINATOR*** - Download school and district profiles for 2018-19 for distribution to parents prior to January 15, 2020. Go to the At-A-Glance School and District Profiles webpage.

2018-2019 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS
Updated 1/14/2019

District Website: https://district.ode.state.or.us

ODE Public Website: https://www.oregon.gov/ode

Reporting of Statewide Assessment Results

Test Type / Subject	**Preliminary Student Scores** available in Online Reporting System	**Records available on ODE District website** for Downloading & Editing (Student Centered Staging)	**Downloading & Reporting** (Accountability Warehouse Extract) **Individual Student Reports & Class Rosters** (Secure Assessment Reports)
Social Sciences *- including Braille*	Within one business day of test completion	Within two business days of test completion	Within three business days of test completion
Oregon Extended Assessments *(English Language Arts, Mathematics, Science)*	N/A	May 10, 2019 (grade 12 only) May 24, 2019	May 10, 2019 (grade 12 only) May 24, 2019
ELPA (English Language Proficiency Assessment) Summative	March 12, 2019 April 9, 2019 May 7, 2019 May 24, 2019	March 12, 2019 April 9, 2019 May 7, 2019 May 24, 2019	March 12, 2019 April 9, 2019 May 7, 2019 May 24, 2019
Smarter Balanced *(English Language Arts, Mathematics)*	Within 10 days of scoring completion April 2 - June 28, 2019	April 2 - June 28, 2019	April 2 - June 28, 2019
Kindergarten Assessment *(Approaches to Learning, Early Literacy, Early Math)*	N/A	N/A	N/A

Student Centered Staging Downtime *(English Language Arts & Math closed for downloading or editing)*:
May 31 (5 PM) – June 3, 2019 (processing for Accountability Rating Details)
June 7 (5 PM) – June 10, 2019 (processing for Accountability Rating Details)
August 23 (5 PM) – August 26, 2019 (processing for Final Accountability reports, posted Test Results)

Student Reports will also be unavailable during these downtimes.

Preliminary or Final	**Secure Test Results (ADI - AGR Summary tab)** available on **District website** (unsuppressed) https://district.ode.state.or.us/apps/AchvmntDataInsight/	**Public Test Results** available on **ODE public website** (suppressed) https://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Results.aspx
Test Results - Preliminary *(Preview for districts only - unsuppressed)*	August 15 - 23, 2019	
Test Results - Final	August 29, 2019	September **TBA**, 2019

2018-2019 REPORTING OF OREGON ASSESSMENT RESULTS
Updated 1/14/2019

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

Reporting of School and District At-A-Glance and Accountability Details

Event	*Dates*
Accountability Data Elements - **Validation** available on **District secure website**	April 4 - September 20, 2019
Preliminary reports available on District secure website for: - Accountability Detail sheets	July 18 - October 2, 2019
Preliminary reports available on District secure website for: - At-A-Glance Profiles	July 25 - October 2, 2019
LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in Final At-A-Glance and Accountability Detail reports	August 23, 2019
District Preview **Final** School & District At-A-Glance and Accountability Detail reports available on **District secure website**	October 3, 2019
Public Release **Final** School & District At-A-Glance and Accountability Detail reports posted on **Oregon Department of Education public website**	October **TBA**, 2019

Revision History:

Date	Description	Page(s)
8/14/2018	**Revised: Freshman On-Track to Ninth Grade On-Track**	**3, 4, 5, 8, 11, 12, 39, 47, 48, 50, 52**
8/14/2018	**Deleted: Report Validation Window for Emergency Certification**	**5, 7**
8/14/2018	**Revised: Report Validation Window for Accountability Details Reports opens on July 27, 2018**	**6**
8/14/2018	**Revised: Report Validation Window for At-A-Glance Reports opens on August 9, 2018**	**8**
9/6/2018	**Revised: Date for 2017-18 Test Results available on ODE public website from September 13 to September 20, 2018**	**12**
11/13/2018	**Revised: Date for Public Release of Final 2017-18 School and District At-A-Glance, Accountability Details to October 24, 2018**	**17**
11/13/2018	**Revised: Date for Regular Attenders report for 2017-18 posted on the ODE website to October 26, 2018**	**17**
11/13/2018	**Revised: Date for Collection Window Closes for ESEA Title III: Recent Arrivers 2018-19 to November 2, 2018**	**19**
11/13/2018	**Revised: Webinar on ESSA Supports & Partnership to November 15, 2018**	**20**
11/13/2018	**Revised: Date for Class Size report for 2017-18 posted on the ODE website to November 15, 2018**	**20**
11/13/2018	**Revised: Description for Science requirement to test and "banked" scores**	**29**
12/4/2018	**Revised: Date for Public Release of 2017-18 Dropout and Cohort Graduation Rate reports to TBA**	**24, 28**
1/14/2019	**Revised: Contacts for Class Roster, At-A-Glance and Accountability Details Validations, and Staff Position**	**3, 28, 31, 36, 46**
1/14/2019	**Revised: Date for Public Release of 2017-18 Dropout and Cohort Graduation Rate reports to January 24, 2019**	**24, 28**
1/14/2019	**Revised: Dates for Testing Window for Mathematics Assessments to January 9 – June 7, 2019**	**26**
1/14/2019	**Deleted: Dates for Online Test Delivery System, TIDE, and ORS offline for scheduled maintenance in January**	**28**
1/14/2019	**Revised: Dates for Testing window for Science Assessments to February 6 – June 7, 2019**	**29**
1/14/2019	**Revised: Date for Public Release of Student Enrollment Report for 2018-19 to February 7, 2019**	**29**
1/14/2019	**Added: Report Validation Window for Student Mobility from June 6 - August 23, 2019**	**43, 50**
1/14/2019	**Added: Report Validation Window for On Track to English Language Proficiency (ELP) from June 13 - August 23, 2019**	**45, 50**
1/14/2019	**Revised: Date for Public Release of Secure Test Results for 2018-19 to September TBA**	**49, 51, 53**
1/14/2019	**Revised: Date for Class Size report for 2018-19 posted on ODE public website to October TBA**	**51**

Date	Description	Page(s)
1/14/2019	**Revised: Date for Public Release of Final 2018-19 School & District At-A-Glance and Accountability Details to October TBA**	**52, 54**
1/31/2019	**Added: Date for Webinar Training for Staff Validations 2018-19 on March 21, 2019**	**32**
1/31/2019	**Added: Dates for Data Collection Review Window for Discipline Incidents 2018-19 from August 22 – September 16, 2019**	**50, 51**
2/5/2019	**Revised: Date for Webinar Training for At-A-Glance Narrative Collection 2018-19 to June 20, 2019**	**45**
2/5/2019	**Revised: Dates for Collection Window for At-A-Glance Narrative 2018-19 to July 18 – September 20, 2019**	**48**
2/27/2019	**Revised: Date for Last day for submitting requests for new school status due to boundary or grade changes to May 1, 2019**	**37**
4/1/2019	**Revised: Contact info for Logramos Spanish Assessment**	**3, 28, 30, 33, 39, 41**
5/1/2019	**Revised: Dates for Kindergarten Assessment 2019-20 Order Window to May 23 – June 18, 2019**	**40, 45**
5/1/2019	**Revised: Date for Webinar Training for Achievement Data Insight and Enrollment Validations to June 5, 2019 at 10:30 AM**	**42**
5/1/2019	**Revised: Dates for Last Collection Editing Window for ESEA Title III: English Learners 2018-19 to June 6 - 24, 2019**	**43, 46**
5/28/2019	**Revised: Date for Test Records from Grade 12 Extended Assessments available in Student Centered Staging to May 20, 2019**	**40**
5/28/2019	**Revised: Dates for Data Collection Audit Review Window for Third Period Cumulative ADM 2018-19 to June 6 – 17, 2019**	**42, 45**
5/28/2019	**Revised: Dates for Report Validation Window for Student Mobility to August 1 - 23, 2019**	**49**
5/28/2019	**Added: Date for School and District Accountability Appeals Due to ODE on August 15, 2019 at 5 PM**	**49**
6/4/2019	**Added: Dates for Report Validation Window for Staff Turnover from June 6 – August 23, 2019**	**43, 50**
6/4/2019	**Revised: Dates for Report Validation Window for On Track to English Language Proficiency to July 18 – August 23, 2019**	**48**