ASSESSMENT and ACCOUNTABILITY CHECKLIST

for the 2022-2023 SCHOOL YEAR

Find this document on the Key Dates for Accountability and Reporting webpage

INITIAL PUBLISH DATE: AUGUST 30, 2022

PERIOD COVERED: JULY 1, 2022 TO MID-OCTOBER, 2023

REVISION HISTORY BEGINS ON PAGE **48**

THIS DOCUMENT PROVIDES:

- Assessment testing windows for the 2022-23 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 2022-23 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 GovDelivery listserve page.

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 Department of Education Data Owners and Topic Contacts

TOPIC	CONTACT NAME	PHONE	EMAIL
Accountability Reports	Jon Wiens	503-931-7682	jon.wiens@ode.oregon.gov
Accountability Warehouse Extract (AWE) Assessment Record Updating Application (ARUA) Secure Assessment Reports	Cindy Barrick	971-208-0480	cindy.barrick@ode.oregon.gov
Assessment of Essential Skills	Tony Bertrand	971-208-0505	tony.bertrand@ode.oregon.gov
Assessment Record Updating Application (ARUA) Secure Assessment Reports	Bianca Llamas	971-208-0437	bianca.llamas1@ode.oregon.gov
At-A-Glance Narrative Collection	Bianca Llamas	971-208-0437	bianca.llamas1@ode.oregon.gov
At-A-Glance and Accountability Details Validations	Elyse Bean	971-720-8659	elyse.bean@ode.oregon.gov
Class Roster	Ryan Clark	971-208-0471	ryan.clark@ode.oregon.gov
Class Size	Robin Stalcup	971-208-0241	robin.stalcup@ode.oregon.gov
Cumulative ADM Collections	Amanda Leopard	503-508-6472	amanda.leopard@ode.oregon.gov
Cumulative ADM Exit Adjustment Graduate/Dropout Reporting	Paul Skomsvold	971-208-0296	paul.skomsvold@ode.oregon.gov
Discipline Incidents Restraint & Seclusion Incidents Seclusion Rooms	Lisa Joy Bateman	503-569-2951	lisajoy.bateman@ode.oregon.gov
Dual Language Immersion Assessment (DLIA)	Kelly Kalkofen	503-580-2290	kelly.kalkofen@ode.oregon.gov
ESEA Title III English Learners ESEA Title III Recent Arrivers	Kim Miller	971-239-9681	kim.a.miller@ode.oregon.gov
Extended Assessment	**Mason Rivers**	**971-208-0434**	**mason.rivers@ode.oregon.gov**
Fall Membership	Robin Stalcup	971-208-0241	robin.stalcup@ode.oregon.gov
Ninth Grade On-Track	Ryan Clark	971-208-0471	ryan.clark@ode.oregon.gov
Instructional Unit Identifier (IUID)	Eric Gillis	503-508-5132	eric.gillis@ode.oregon.gov
National Assessment of Educational Progress (NAEP)	Beth LaDuca	971-208-0091	beth.laduca@ode.oregon.gov
Staff Assignment	Eric Gillis	503-508-5132	eric.gillis@ode.oregon.gov
Staff Position	Ryan Clark	971-208-0471	ryan.clark@ode.oregon.gov

JULY 2022

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 7 @ 2 PM	DATA COLLECTION	WEBINAR: Training for Class Size Validation and Class Roster Audits 2021-22	**Data Submitter** - To participate in the webinar, go to the Video Training 2021-2022 webpage.
JULY 7 - AUGUST 19	REPORT VALIDATION	Report Validation Window for: - Ninth Grade On-Track 2021-22	**Data Submitter** - Check that all schools in the 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 2021-2022 webpage.
JULY 8 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Discipline Incidents 2021-22 - Restraint & Seclusion Incidents 2021-22 - Seclusion Rooms 2021-22	Contact: Lisa Joy Bateman 503-947-5655
JULY 8 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Class Roster 2021-22	Contact: Ryan Clark 971-208-0471
JULY 8 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Ninth Grade On-Track 2021-22	Contact: Ryan Clark 971-208-0471
JULY 14 - 22	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Class Roster 2021-22	**Data Submitter** - The collection will be open during this period to allow districts to verify and correct their data submission.
JULY 14 – SEPTEMBER 16	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2021-22	**Data Submitter** - Video training related to this collection is available on the Video Training 2021-2022 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 14 – SEPTEMBER 23	REPORT VALIDATION	Report Validation Window for: - Class Size 2021-22	***Data Submitter*** - Check that all schools in the 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 2021-2022 webpage.
JULY 15 @ 11:59 PM	TEST ADMINISTRATION	REMINDER: Last day for ELPA Screener testing for 2021-22	***District Test Coordinator*** - The testing window closes at 11:59 PM.
JULY 18 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Annual Cumulative ADM 2021-22	Contact: Amanda Leopard 503-508-6472
JULY 21 - 29	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Annual Cumulative ADM 2021-22	***Data Submitter*** - The collection will be open during this period to allow districts to verify and correct their data submission. (Collection will be reopened for all districts to review the Audits list July 21-29. After July 29, full collection available for editing by request only.)
JULY 21 – OCTOBER 5	REPORT VALIDATION	Report Validation Window for: - Preliminary School Accountability Details 2021-22	Video training related to collections and validations is available on the Video Training 2021-2022 webpage.
JULY 22	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Class Roster 2021-22	Contact: Ryan Clark 971-208-0471
JULY 22 – AUGUST 1	TEST ADMINISTRATION	Test Information Distribution Engine (TIDE) of OSAS Portal is offline for updates	***District Test Coordinator*** - The Test Information Distribution Engine (TIDE) will be offline on Friday, July 22 at 5 PM PT through Monday, August 1, 2022 and will re-open for the 2022-23 school year on Tuesday, August 2, 2022 at 8 AM PT.
JULY 28 @ 2 PM	TRAINING	WEBINAR: At-A-Glance School and District Profiles 2021-22	Video training related to collections and validations is available on the Video Training 2021-2022 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 28 – OCTOBER 5	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School & District Profiles 2021-22	Video training related to collections and validations is available on the Video Training 2021-2022 webpage.
JULY 29	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2021-22	*Data Submitter* - The collection will be closed to audit reviews. (After July 29, full collection available for editing by request only.)

AUGUST 2022

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 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
AUGUST 2 – JULY 21, 2023	TEST ADMINISTRATION	ELPA Screener 2022-23 Testing Window	*Data Submitter* - Update SSID records for students prior to testing. - NOTE: Only students whose English Learner flag (ELFg) is set to "N" in the SSID record may access the ELPA Screener. *District Test Coordinator* - For more information, see the ELPA Screener Directions for Administration.
AUGUST 4 – 19	REPORT VALIDATION	Report Validation Window for: - Student Mobility 2021-22 - On Track to English Language Proficiency (ELP) 2021-22	*Data Submitter* - Check that all schools in the 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 Student Mobility is available on the Video Training 2021-2022 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 4 – SEPTEMBER 16	REPORT VALIDATION	Report Validation Window for: - Teacher Qualification 2021-22	***Data Submitter*** - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <u>Achievement Data Insight</u> 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 5 – 7	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, August 5 until 7 PM PT on Sunday, August 7.
AUGUST 10 @ 5 PM	ACCOUNTABILITY REPORTS	School and District Accountability Appeals due to ODE	***Superintendent*** - Request an appeal, if appropriate, using the appeal form available in the Accountability Appeals section of the <u>At-A-Glance School and District Profiles</u> or <u>Accountability Details</u> webpage.
AUGUST 11 – 19	REPORT VALIDATION	Report Validation Window for: - Secure Test Results 2021-22 (to be released to the public and press release in September 2022)	***District Test Coordinator*** If the district has made changes to assessment test records in Assessment Record Updating Application (ARUA) after July 29: - Review preliminary Secure Test Results posted on the Oregon Department of Education district secure website to verify that demographic information in the 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 the test window, home schooled students, etc.
AUGUST 18 – SEPTEMBER 19	DATA COLLECTION REVIEW	Data Collection Review Window for: - Discipline Incidents 2021-22 - Restraint & Seclusion Incidents 2021-22 - Seclusion Rooms 2021-22	***Data Submitter*** - The collection will be open during this period to allow districts to verify and correct their data submission.
AUGUST 18 – SEPTEMBER 19	REPORT VALIDATION	Report Validation Window for: - Unsafe Schools (based on Discipline Incidents Collection) 2021-22 - Expulsions & Suspensions (based on Discipline Incidents Collection) 2021-22	***Data Submitter*** - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <u>Achievement Data Insight</u> 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.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 19	REPORT VALIDATION	Report Validation Window Closes for: - Regular Attenders - Student Enrollment - Ninth Grade On-Track - Student Mobility - On Track to ELP	***Data Submitter*** - Check that all schools in the 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.
AUGUST 19 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window Closes for: - English Language Arts Student Performance - Mathematics Student Performance - Science Next Gen Student Performance	***District Test Coordinator*** - Validation windows close at 5 PM.
AUGUST 19	DATA COLLECTION	Last date for changes to be included in final Accountability Details and Assessment Group Reports: - 2021-22 Assessment test records - Third Period Cumulative ADM 2021-22	
AUGUST 19 @ 5 PM – AUGUST 22	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports closed for final processing	***District Test Coordinator*** - All 2021-22 assessment records will be unavailable for download or editing. - 2021-22 Student Reports will also be unavailable during this time. - 2021-22 assessment records will remain READ-ONLY after August 19.
AUGUST 23 BY 9 AM	INFORMATIONAL	ARUA, Secure Assessment Reports reopen (All subjects read-only for 2021-22)	
AUGUST 25 – SEPTEMBER 2	DATA COLLECTION REVIEW	Data Collection Review Window for: - Ninth Grade On-Track 2021-22	Contact: Ryan Clark 971-208-0471

SEPTEMBER 2022

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 1	REPORTING	Public release of national NAEP 2022 long-term trend results for 9-year-olds in Math and Reading	Contact: Beth LaDuca 971-208-0091
SEPTEMBER 2	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Ninth Grade On-Track 2021-22	Contact: Ryan Clark 971-208-0471
SEPTEMBER 5	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
SEPTEMBER 6 – JULY 14, 2023	TEST ADMINISTRATION	Testing window for English Language Arts (ELA) and Mathematics Interim Assessment Blocks (IABs) and Science Interim assessments	***Data Submitter*** - Update SSID records for students prior to testing. ***District Test Coordinator*** - Information about Interim Assessments is available on the ODE website.
SEPTEMBER 9	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the long-term trend assessments of 13-year-olds to register for the NAEP planning website	***District Test Coordinator*** - Remind NAEP coordinators of selected schools to register for the NAEP planning website.
SEPTEMBER 9 – 11	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, Sept 9 until 7 PM PT on Sunday, Sept 11.
SEPTEMBER 15	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2022-23 school year	Contact: Amanda Leopard 503-508-6472
SEPTEMBER 15	TRAINING	WEBINAR: Training for First Period Cumulative ADM Collection 2022-23	***Data Submitter*** - To participate in the webinar, go to the Video Training 2022-2023 webpage.
SEPTEMBER 16	DATA COLLECTION	Collection Window Closes for: - At-A-Glance Narrative 2021-22	Contact: Bianca Llamas 971-208-0437
SEPTEMBER 16	REPORT VALIDATION	Report Validation Window Closes for: - Teacher Qualification 2021-22	Contact: Eric Gillis 503-508-5132

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 16	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the long-term trend assessments of 13-year-olds to provide school information and to submit a student list through the NAEP planning website	***District Test Coordinator*** - Remind NAEP coordinators of schools selected for the long-term trend assessments of 13-year-olds to provide school information and to submit a student list through the NAEP planning website.
SEPTEMBER 19	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Discipline Incidents 2021-22 - Restraint & Seclusion Incidents 2021-22 - Seclusion Rooms 2021-22	***Data Submitter*** - The collection will be open during this period to allow districts to verify and correct their data submission.
SEPTEMBER 19 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: - Unsafe Schools (based on Discipline Incidents Collection) 2021-22 - Expulsions & Suspensions (based on Discipline Incidents Collection) 2021-22	Contact: Lisa Joy Bateman 503-947-5655
SEPTEMBER 22	DATA REPORTING	REMINDER: 2021-22 Test Results available on ODE public website	***Superintendent*** - Prepare local press release, if necessary.
SEPTEMBER 22 – OCTOBER 24	DATA COLLECTION	Collection Window for: - First Period Cumulative ADM 2022-23 (covering the period from July 1, 2022 to October 3, 2022)	***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 the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the Video Training 2022-2023 webpage. ***Reminder:*** If a student is enrolled on October 3 or is continuously enrolled on October 4, report the ADM End Date as 10/04/2022 so the student will be included in the Fall Membership count.
SEPTEMBER 22 – NOVEMBER 4	DATA COLLECTION	Collection Window for: - ESEA Title III: Recent Arrivers 2022-23	***Data Submitter*** - This is a snapshot of students enrolled in the district as of 10/1/2022. - Contact: Kim Miller 971-239-9681

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 23	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) Collection 2021-22	Contact: Eric Gillis 503-508-5132
SEPTEMBER 23	REPORT VALIDATION	Report Validation Window Closes for: - Class Size 2021-22	Contact: Robin Stalcup 971-208-0241
SEPTEMBER 23	DATA COLLECTION	Deadline for districts of schools selected for the NAEP long-term trend assessments of 13-year-olds to submit a student list, if the district opted to submit the list	*District Test Coordinator* - Work with Beth LaDuca, NAEP State Coordinator, 971-208-0091, to submit the student list.
SEPTEMBER 26	DATA COLLECTION	List of students selected for NAEP available in the "Prepare for Assessment" section of the MyNAEP online assessment planning system to NAEP coordinators of schools selected for the long-term trend assessments of 13-year-olds	*District Test Coordinator* - Remind NAEP coordinators of selected schools to review the list of selected students and complete planning for NAEP through the MyNAEP website.

OCTOBER 2022

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 3 – NOVEMBER 1	TRAINING	2022-23 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 2022-23 Test Administration Manual. - The 2022-23 ODE-provided recorded training modules will be available on the Assessment Training Materials webpage as of October 3, 2022.
OCTOBER 3	TEST ORDERING & REPORTING	REMINDER: Last day of Braille Order Window for ELPA Summative	*District Test Coordinator* - ELPA Summative Braille tests must be ordered during this window. Find the order form on the Test Administration webpage under Forms.
OCTOBER 5	REPORT VALIDATION	Report Validation Window Closes for: - Preliminary At-A-Glance School & District Profiles 2021-22 - Preliminary School Accountability Details 2021-22	Video training related to collections and validations is available on the Video Training 2021-2022 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 6	ACCOUNTABILITY REPORTS	Final 2021-22 At-A-Glance School & District Profiles and Accountability Details available for preview on district secure website	***Superintendent*** - Prepare local press release, if necessary.
OCTOBER 6 @ 2 PM	DATA COLLECTION	WEBINAR: Training for Cumulative ADM Exit Adjustment 2021-22 and Dropout Reporting (Part 1 of 2 for Reporting Dropouts & Cohort Graduation; see Part 2 on October 13)	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.
OCTOBER 6 – DECEMBER 2	DATA COLLECTION	Collection Window for: - Cumulative ADM Exit Adjustment 2021-22	***Data Submitter*** - Review and update end date codes, diploma type codes, and withdrawal factors in 2021-22 Annual Cumulative ADM data. - Video Training related to this collection is available on the <u>Video Training 2022-2023</u> webpage.
OCTOBER 7	TRAINING	Deadline to sign up for required 2022-23 District Test Coordinator (DTC) Training Webinar: - November 1, 2022 – 3-4:40 PM PT - November 2, 2022 – 9-10:30 AM PT - November 3, 2022 – 3:45-5:15 PM PT	***District Test Coordinator*** - ODE's authorized ESD Partner will provide one make up training session as needed in December 2022 for incoming DTCs in cases where the outgoing DTC is not available to provide internal make up training. To exercise this option, the district must notify their <u>Regional ESD Partner</u> by **November 9, 2022**.
OCTOBER 7 – 9	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, October 7 until 7 PM PT on Sunday, October 9.
OCTOBER 10 – DECEMBER 16	TEST ADMINISTRATION	Testing window for NAEP in schools selected for the long-term trend assessments of 13-year-olds	***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.
OCTOBER 13 @ 2 PM	TRAINING	WEBINAR: Training for Reporting Dropouts & Cohort Graduation (Part 2 of 2; see Part 1 on October 6)	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 13 – DECEMBER 2	DATA COLLECTION	Fall Collection Window for: - ESEA Title III: English Learners 2022-23	***Data Submitter*** - Review business rules and instructions prior to submission on the <u>Title III: English Learners Schedule of Due Dates</u> webpage or the <u>English Learners Data Collections</u> webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Information related to this collection is available on the <u>Title III English Learners Data Collections</u> webpage. - Contact: Kim Miller 971-239-9681
OCTOBER 14	TRAINING	Deadline to sign up for required 2022-23 District Test Coordinator (DTC) Training Webinar: - November 1, 2022 – 3-4:40 PM PT - November 2, 2022 – 9-10:30 AM PT - November 3, 2022 – 3:45-5:15 PM PT	***District Test Coordinator*** - ODE's authorized ESD Partner will provide one make up training session as needed in December 2022 for incoming DTCs in cases where the outgoing DTC is not available to provide internal make up training. To exercise this option, the district must notify their <u>Regional ESD Partner</u> by **November 9, 2022**.
OCTOBER 19	ACCOUNTABILITY REPORTS	WEBINAR on Release of School & District At-A-Glance Profiles and Accountability Details	***Superintendent, Principals, Data Submitters*** - Webinar to provide school district staff with a preview of Oregon's school and district profiles and Accountability Details
OCTOBER 20	ACCOUNTABILITY REPORTS	Public Release of: - Final 2021-22 At-A-Glance School & District Profiles and Accountability Details	***Superintendent*** - Prepare local press release, if necessary. ***District Test Coordinator*** - Download school and district reports for 2021-22 for distribution to parents prior to January 15, 2023. Go to the At-A-Glance School and District Profiles webpage.
OCTOBER 20 – SEPT 22, 2023	DATA COLLECTION	Collection Window for: - IUID (Instructional Unit Identifier) 2022-23	***Data Submitter*** - Video Training related to this collection is available on the <u>Video Training 2022-2023</u> webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 21	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the field tests of Math and Reading at grades 4 and 8 to register for the NAEP planning website and provide school information	***District Test Coordinator*** - Remind NAEP coordinators of schools selected for the field tests of Math and Reading at grades 4 and 8 to register for the NAEP planning website and provide school information.
OCTOBER 21 – 25	TEST ADMINISTRATION	Sample and Training Tests offline for updates	***District Test Coordinator*** - The Sample and Training Tests will be offline for updates from 5 PM PT on Friday, October 21 until 6 AM PT on Tuesday, October 25, 2022.
OCTOBER 24	REPORTING	Public release of NAEP 2022 results for the nation and the states in Math and Reading at grades 4 and 8	Contact: Beth LaDuca 971-208-0091
OCTOBER 24 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - First Period Cumulative ADM 2022-23 (7/1 - 10/3)	Contact: Amanda Leopard 503-508-6472
OCTOBER 25	TEST ADMINISTRATION	2022-23 Online Sample Tests available through the OSAS Portal: - ELPA Summative - Alt ELPA - English Language Arts (ELA) & Math - Science	***District Test Coordinator*** - Sample tests are available to help familiarize students and test administrators with the test format and functionality prior to operational testing. The sample tests can also be used to make informed decisions about what accommodations might benefit a student during testing.
OCTOBER 27 – NOVEMBER 4	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - First Period Cumulative ADM 2022-23	***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
OCTOBER 27 – DECEMBER 9	REPORT VALIDATION	Report Validation Window for: - NCES Dropout Report 2021-22 - Graduation Cohort 4-year and 5-year Reports for 2021-22	***Data Submitter*** - Check that all schools are included in the validation and that ADM codes are accurately reported in the 2021-22 Annual ADM Collection. Revisions are made in the Exit Adjustment Collection. - Adjustments to outcome data prior to 2021-22 can be made by submitting a program type 14 record to 2021-22 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 for more information. - Cohort Report will include the four-year cohort graduation rate (students first entering high school in 2018-19) and five-year cohort graduation rate (students first entering high school in 2017-18). - Go to the Achievement Data Insight application on the district secure website. The 2021-22 rates are available under Reporting Year 2022-2023. 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 a collection needs to be opened in order to correct a prior data submission.

NOVEMBER 2022

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 1	TRAINING	Deadline for completing required District Test Coordinator (DTC) Training Survey	***District Test Coordinator*** - Complete the ODE-provided Training Survey posted on the Assessment Training Materials webpage by **November 1, 2022**.
NOVEMBER 1 – 3	TRAINING	Required 2022-23 District Test Coordinator (DTC) Training Webinar: - November 1, 2022 – 3-4:30 PM PST - November 2, 2022 – 9-10:30 PM PST - November 3, 2022 – 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 2022 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 9, 2022**.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 2	ACCOUNTABILITY REPORTS	Class Size report for 2021-22 posted on ODE public website	Download the Class Size report from the Class Size Report webpage.
NOVEMBER 3 – JANUARY 20	REPORT VALIDATION	Report Validation Window for: - Fall Membership 2022-23	***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 week day following the student's last enrollment within the period) should be 10/04/2022.
NOVEMBER 4	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - First Period Cumulative ADM 2022-23	Contact: Amanda Leopard 503-508-6472
NOVEMBER 4	DATA COLLECTION	Collection Window Closes for: - ESEA Title III: Recent Arrivers 2022-23	Contact: Kim Miller 971-239-9681
NOVEMBER 7 – JANUARY 6	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. - Orders will be delivered to districts by February 10, 2023.
NOVEMBER 11	INFORMATIONAL	ODE is closed for the Veterans Day holiday.	
NOVEMBER 11 - 13	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, November 11 until 7 PM PT on Sunday, November 13.
NOVEMBER 15	ACCOUNTABILITY REPORTS	Student Enrollment report for 2021-22 posted on ODE public website	Download the Student Enrollment report from the Student Enrollment Reports webpage.
NOVEMBER 17	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.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 24 - 25	INFORMATIONAL	ODE is closed for the Thanksgiving holiday.	
NOVEMBER 30 & DECEMBER 2	TRAINING	Oregon Extended Assessment Qualified Trainer Training	***District Test Coordinator*** Trainings will be held online using the webinar system this year for all Qualified Trainers (QTs) and Qualified Assessors (QAs), whether new or returning. Please register for the (one) training that best matches context and availability. - <u>Wednesday, November 30</u>: 1-3 PM - <u>Friday, December 2</u>: 9-11 AM
NOVEMBER 30	TRAINING	WEBINAR: Training for Staff Position Collection 2022-23	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.

DECEMBER 2022

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 1 @ 2 PM	TRAINING	WEBINAR: Training for Second Period Cumulative ADM Collection 2022-23	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.
DECEMBER 2 @ 9 AM	TRAINING	Final Training for Oregon Extended Assessment Qualified Trainers	***District Test Coordinator*** Trainings will be held online using the webinar system this year for all Qualified Trainers (QTs) and Qualified Assessors (QAs), whether new or returning. Please register for the (one) training that best matches context and availability. - <u>Wednesday, November 30</u>: 1-3 PM - <u>Friday, December 2</u>: 9-11 AM
DECEMBER 2	DATA COLLECTION	Fall Collection Window Closes for: - ESEA Title III: English Learners 2022-23	Contact: <u>Kim Miller</u> 971-239-9681
DECEMBER 2 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Cumulative ADM Exit Adjustment 2021-22	***Data Submitter*** - Review and update end date codes, diploma type codes, and withdrawal factors in 2021-22 Annual Cumulative ADM data. - Video Training related to this collection is available on the <u>Video Training 2022-2023</u> webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 8 – JANUARY 9	DATA COLLECTION	Collection Window for: - Second Period Cumulative ADM 2022-23 (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 the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the Video Training 2022-2023 webpage.
DECEMBER 8 – JANUARY 23	DATA COLLECTION	Collection Window for: - Staff Position 2022-23	***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. - Video Training related to this collection is available on the Video Training 2022-2023 webpage.
DECEMBER 9	REPORT VALIDATION	Report Validation Window Closes for: - NCES Dropout Report 2021-22 - Graduation Cohort 4-year and 5-year Reports for 2021-22	***Data Submitter*** - Video Training related to collections and validations is available on the Video Training 2022-2023 webpage.
DECEMBER 9 - 11	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, December 9 until 7 PM PT on Sunday, December 11.
DECEMBER 16	TEST ADMINISTRATION	Testing window closes for NAEP in schools selected for the long-term trend assessments of 13-year-olds	***District Test Coordinator*** - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
DECEMBER 26	INFORMATIONAL	ODE is closed for the Christmas holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 29	ACCOUNTABILITY REPORTS	PREVIEW of Final 2021-22 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 2018-19) and five-year cohort graduation rate (students first entering high school in 2017-18). - Public Release is January TBA, 2023.

JANUARY 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 2	INFORMATIONAL	ODE is closed for the New Year's Day holiday.	
JANUARY 6	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. - Orders will be delivered to districts by February 10, 2023.
JANUARY 6 - 10	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for deployment of 2022-23 assessments in English Language Arts, Mathematics, ELPA Summative, and Science	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline to support the deployment of the 2022-23 administration from 5 PM PT on Friday, January 6 until 6 AM PT on Tuesday, January 10.
JANUARY 9 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Second Period Cumulative ADM 2022-23	Contact: Amanda Leopard 503-508-6472
JANUARY 10	TEST ORDERING & REPORTING	Reports Available through the OSAS Portal: - Performance Reports (Science) - Participation Reports	***District Test Coordinator*** - Instructions for generating reports through the Centralized Reporting System (CRS) are included in the Online Reports User Guide, available on the Assessment Administration webpage. - Preliminary (Science) scores available in the CRS within one business day of test completion. - Information from CRS should only be viewed as preliminary. The source for official scores is the ODE applications.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 10	TEST ORDERING & REPORTING	Oregon Extended Assessment document download launched for English Language Arts, Mathematics, and Science	***District Test Coordinator*** - Download Oregon Extended Assessments for January 10 – June 2 test administration window. Go to <u>Oregon's Extended Assessment Training and Proficiency Site</u>. - Maintain the security of all test materials in accordance with Section 2 – Test Security of the 2022-23 <u>Test Administration Manual</u>.
JANUARY 10 – APRIL 7	TEST ADMINISTRATION	Testing Window for <u>In-Person</u> English Language Proficiency Assessment (ELPA) Summative (Grades K-12)	***Data Submitter*** - Update SSID records for students at least two days prior to testing. - Note: Only students whose English Learner flag (ELFg) is set to 'Y' in the SSID record may access the English Language Proficiency Assessment (ELPA) Summative. Districts should only set the EL flag to 'Y' for students who are eligible for ELD services in the current school year (refer to the <u>Test Administration Manual</u>, Section 10 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 2022-23 <u>Test Administration Manual</u>. - Districts must administer the ELPA Summative to all students identified as eligible to receive ELD services in the current school year. Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the <u>Test Administration Manual</u>, Section 10 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 10 – JUNE 2	TEST ADMINISTRATION	Testing Window for: - English Language Arts, High School (Grade 11) - Mathematics, High School (Grade 11) - Science, High School (Grade 11)	***Data Submitter*** - Update SSID records for students at least two days 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 2022-23 <u>Test Administration Manual</u>. - English Language Arts (ELA) and Mathematics assessments are **required for all students in grades 3 - 8 and High School (grade 11).** - Science assessments are **required for all students in grades 5, 8, and High School (grade 11).** - See section 5.2 of the 2022-23 <u>Test Administration Manual</u> for specific local test window criteria.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 10 – JUNE 2	TEST ADMINISTRATION	Testing Window for Oregon Extended Assessments: - English Language Arts, High School (Grade 11) - Mathematics, High School (Grade 11) - Science, High School (Grade 11)	***District Test Coordinator*** - Maintain security of all test materials in accordance with Section 2 – Test Security of the 2022-23 <u>Test Administration Manual</u>. - 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. - Update SSID records for students at least two days prior to testing. - Transmit results of Extended Assessments via <u>Oregon's Extended Assessment Training and Proficiency Site</u> on the BRT website.
JANUARY 10 – JUNE 2	TEST ADMINISTRATION	Testing Window for High School (grades 9, 10, and 11) Student Educational Equity Development (SEED) Survey	***District Test Coordinator*** - Ensure that Test Administrators and School Test Coordinators have been properly trained in test administration and have received training specific to the SEED Survey. - Update SSID records for students at least two days prior to testing.
JANUARY 12 - 20	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Second Period Cumulative ADM 2022-23	***Data Submitter*** - The collection will be open during this period to allow districts to verify and correct their data submission.
JANUARY 13 - 15	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, January 13 until 7 PM PT on Sunday, January 15.
JANUARY 15	ACCOUNTABILITY REPORTS	REMINDER: Deadline for school districts to make a copy of At-A-Glance School and District Profiles available to the parent(s) or guardian(s) of each child enrolled in a public school in the school district	***OAR 581-022-2255 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	INFORMATIONAL	ODE is closed for the Martin Luther King, Jr. Day holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 20	REPORT VALIDATION	Report Validation Window Closes for: - Fall Membership 2022-23	***Data Submitter*** - Student Membership Manual is available on the Student Enrollment Reports webpage.
JANUARY 20	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Second Period Cumulative ADM 2022-23	Contact: Amanda Leopard 503-508-6472
JANUARY 23 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Staff Position 2022-23	Contact: Ryan Clark 971-208-0471
JANUARY 26	ACCOUNTABILITY REPORTING	2021-22 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 2018-19) and five-year cohort graduation rate (students first entering high school in 2017-18).
JANUARY 26	TEST ORDERING & REPORTING	Assessment Record Updating Application (ARUA) opens for Assessment Transactional System 2022-23 test records (high school Science) on the ODE district secure website	***District Test Coordinator*** - The Assessment Record Updating Application (ARUA) 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. - Science assessment scores are typically available within two days of test completion. ELA and Mathematics assessment scores are typically available within two weeks of completion of the hand-scored part of the test. - The ARUA is continuously accessible, and 2022-23 records are editable until the accountability reporting validation window closes in late August.
JANUARY 26 – FEBRUARY 3	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Staff Position 2022-23	***Data Submitter*** - Districts will have an opportunity to make corrections to their Staff Position submission as identified in the post-collection validations.

FEBRUARY 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 1 – MARCH 24	TEST ADMINISTRATION	Testing Window for Alt ELPA (Grades K-12)	***Data Submitter*** - Update SSID records for students at least two days prior to testing. - Note: Only students whose English Learner flag (ELFg) and Special Education Flag (SpEdFg) are set to 'Y' in the SSID record may access the Alt ELPA. Districts should only set the EL flag to 'Y' for students who are eligible for ELD services in the current school year (refer to the <u>Test Administration Manual</u>, Section 10 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 2022-23 <u>Test Administration Manual</u>. - Districts must administer the ELPA Summative to all students identified as eligible to receive ELD services in the current school year. Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the <u>Test Administration Manual</u>, Section 10 and Appendix B for details). - Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.
FEBRUARY 2	TEST ORDERING & REPORTING	"Banked" high school test records that met the high school standard in a prior year available in Assessment Record Updating Application (ARUA) and Accountability Warehouse Extract (AWE)	***District Test Coordinator*** - Ensure that all students enrolled in Grade 11 on May 1, 2023 who do not have a banked score that met the high school standard are tested in the required subjects.
FEBRUARY 3	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Staff Position 2022-23	Contact: <u>Ryan Clark</u> 971-208-0471
FEBRUARY 3 - 5	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, February 3 until 7 PM PT on Sunday, February 5.
FEBRUARY 9	ACCOUNTABILITY REPORTING	REMINDER: Student Enrollment Report for 2022-23 released to the public and press	***Data Submitter*** - Changes to enrollment submissions must be made in First Period Cumulative ADM by January 20 in order to be reflected in the Final Preview and Final Fall Membership Report.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 20	INFORMATIONAL	ODE is closed for the Presidents Day holiday.	
FEBRUARY 21	TEST ORDERING & REPORTING	English Language Arts (ELA) and Mathematics assessment scores available in the Centralized Reporting System (CRS) on the OSAS Portal	***District Test Coordinator*** - Instructions for generating reports through the CRS are included in the Online Reports User Guide, available on the Assessment Administration webpage. - Preliminary ELA and Mathematics scores available in the CRS within two weeks of completion of the hand-scored part of the test. - Information from CRS should only be viewed as preliminary. The source for official scores is the ODE applications.
FEBRUARY 21	TEST ORDERING & REPORTING	English Language Arts (ELA) and Mathematics assessment scores available in the Assessment Record Updating Application (ARUA) on the ODE district secure website	***District Test Coordinator*** - The Assessment Record Updating Application (ARUA) 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. - ELA and Mathematics assessment scores are typically available within two weeks of completion of the hand-scored part of the test. - The ARUA is continuously accessible, and 2022-23 records are editable until the accountability reporting validation window closes in late August.
FEBRUARY 23 @ 2 PM	TRAINING	WEBINAR: Assessment Record Updating Application (ARUA), Secure Assessment Reports, and Accountability Warehouse Extract (AWE)	***District Test Coordinator*** - To participate in the webinar, go to the Video Training 2022-2023 webpage.

MARCH 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 7 – JUNE 2	TEST ADMINISTRATION	Testing Window for: - English Language Arts, grades 3 - 8 - Mathematics, grades 3 - 8 - Science, grades 5 and 8	***Data Submitter*** - Update SSID records for students at least two days 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 2022-23 Test Administration Manual. - English Language Arts (ELA) and Mathematics assessments are **required for all students in grades 3 - 8 and High School (grade 11).** - Science assessments are **required for all students in grades 5, 8, and High School (grade 11).** - See section 5.2 of the 2022-23 Test Administration Manual for specific local test window criteria.
MARCH 7 – JUNE 2	TEST ADMINISTRATION	Testing Window for Oregon Extended Assessments: - English Language Arts, grades 3 - 8 - Mathematics, grades 3 - 8 - Science, grades 5 and 8	***District Test Coordinator*** - Maintain security of all test materials in accordance with Section 2 – Test Security of the 2022-23 Test Administration Manual. - Ensure that Test Administrators and School Test Coordinators have been properly trained in both 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. - Update SSID records for students at least two days prior to testing. - Transmit results of Extended Assessments via Oregon's Extended Assessment Training and Proficiency Site on the BRT website.
MARCH 7 – JUNE 2	TEST ADMINISTRATION	Testing Window for Grades 3-8 Student Educational Equity Development (SEED) Survey	***District Test Coordinator*** - Ensure that Test Administrators and School Test Coordinators have been properly trained in test administration and have received training specific to the SEED Survey. - Update SSID records for students at least two days prior to testing.
MARCH 9 @ 2 PM	TRAINING	WEBINAR: Training for Staff Assignment Collection 2022-23	***Data Submitter*** - To participate in the webinar, go to the Video Training 2022-2023 webpage.
MARCH 10 - 12	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, March 10 until 7 PM PT on Sunday, March 12.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 13	TEST ORDERING & REPORTING	OSAS Centralized Reporting System (CRS) offline for deployment of ELPA Summative scores	***District Test Coordinator*** - CRS will be offline until 6 AM PT on Tuesday, March 14.
MARCH 14	TEST ORDERING & REPORTING	ELPA Summative Preliminary Student Scores for tests completed January 10 - 31 available in Centralized Reporting System (CRS) pending comprehensive quality control	***District Test Coordinator*** - The Centralized Reporting System (CRS) 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. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.
MARCH 14	TEST ORDERING & REPORTING	ELPA Summative records from tests completed January 10 - 31 posted to the Assessment Record Updating Application (ARUA) on the ODE district secure website 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 Summative. - 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 Summative does not have a score in the ARUA.
MARCH 16 @ 2 PM	TRAINING	WEBINAR: Training for Staff Validations 2022-23 (Staff FTE, Staff Ethnicity, Staff Retention and Teacher Experience)	***Data Submitter*** - To participate in the webinar, go to the Video Training 2022-2023 webpage.
MARCH 20 – APRIL 14	TEST ADMINISTRATION	Testing window for NAEP in schools selected for NAEP field tests in Math and Reading	***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 21	TEST ORDERING & REPORTING	Rescores available for Honoring High School Student Proficiency on ELPA Summative (rescored test records from Batch 1)	***District Test Coordinator*** - Check scores for eligible students. - Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE data applications.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 23 – APRIL 28	DATA COLLECTION	Collection Window for: - Staff Assignment 2022-23	***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. - Video Training related to this collection is available on the Video Training 2022-2023 webpage.
MARCH 24 @ 11:59 PM	TEST ADMINISTRATION	REMINDER: Last day for Alt ELPA testing	***District Test Coordinator*** - The Alt ELPA testing window closes at 11:59 PM.
MARCH 23 – APRIL 28	DATA COLLECTION	Collection Window for: - Special Education At-A-Glance Narrative 2021-22	***Data Submitter*** - The Special Education At-A-Glance Narrative Collection allows authorized users to submit narrative data for all school districts that will receive a Special Education At-A-Glance Profile for the 2021-22 school year. - Contact: Jackie McKim 971-240-0234
MARCH 23 – APRIL 28	REPORT VALIDATION	Report Validation Window for: - Special Education At-A-Glance District Profiles 2021-22	Contact: Eric Wells 503-689-0977
MARCH 30 – APRIL 24	REPORT VALIDATION	Report Validation Window for: - Staff FTE - Staff Ethnicity - Staff Retention and Teacher Experience	***Data Submitter*** - Check that all schools in the 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 2022-2023 webpage.

APRIL 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 5	TEST ORDERING & REPORTING	ELPA Summative Preliminary Student Scores for tests completed February 1 - 28 available in Centralized Reporting System (CRS) pending comprehensive quality control	***District Test Coordinator*** - The Centralized Reporting System (CRS) 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. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.
APRIL 5	TEST ORDERING & REPORTING	ELPA Summative records from tests completed February 1 - 28 posted to the Assessment Record Updating Application (ARUA) on the ODE district secure website 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 Summative. - 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 Summative does not have a score in the ARUA.
APRIL 6 @ 2 PM	TRAINING	WEBINAR: Training for Institutions for Accountability Reports Validation 2022-23	***Data Submitter*** - To participate in the webinar, go to the Video Training 2022-2023 webpage.
APRIL 7 @ 11:59 PM	TEST ADMINISTRATION	REMINDER: Last day for IN-PERSON ELPA Summative testing	***District Test Coordinator*** - The in-person ELPA Summative testing window closes at 11:59 -PM.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 11 – 28	TEST ADMINISTRATION	Testing Window for REMOTE English Language Proficiency Assessment (ELPA) Summative (Grades K-12)	**Data Submitter** - Update SSID records for students at least two days prior to testing. - Note: Only students who have the Remote Tester flag set to Yes in TIDE may access the remote administration of the ELPA Summative. - Note: Only students whose English Learner flag (ELFg) is set to 'Y' in the SSID record may access the ELPA Summative. Districts should only set the EL flag to 'Y' for students who are eligible for ELD services in the current school year (refer to the Test Administration Manual, Section 10 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 2022-23 Test Administration Manual. - Districts must administer the ELPA Summative 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 10 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.
APRIL 12	TEST ORDERING & REPORTING	Rescores available for Honoring High School Student Proficiency on ELPA Summative (rescored test records from Batch 2)	**District Test Coordinator** - Check scores for eligible students. - Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE data applications.
APRIL 13 – MAY 26	REPORT VALIDATION	Report Validation Window for: - Institutions for Accountability Reports 2022-23	**Data Submitter** - Check that all schools in the 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 a new school. Boundary Change Calculator is posted on the Accountability Details webpage. - **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.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 13 – MAY 26	DATA COLLECTION	Spring Collection Window for: - ESEA Title III: English Learners 2022-23	***Data Submitter*** - Review business rules and instructions prior to submission on the <u>Title III: English Learners Schedule of Due Dates</u> webpage or the <u>English Learners Data Collections</u> webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Information related to this collection is available on the <u>Title III English Learners Data Collections</u> webpage. - <u>This is a school-year snapshot of data.</u> Contact: <u>Kim Miller</u> 971-239-9681
APRIL 14	TEST ADMINISTRATION	Testing window closes for NAEP in schools selected for NAEP field tests in Math and Reading	***District Test Coordinator*** - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
APRIL 20 @ 2 PM	TRAINING	WEBINAR: Training for Third Period Cumulative ADM Collection 2022-23	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.
APRIL 24	REPORT VALIDATION	Report Validation Window Closes for: - Staff FTE - Staff Ethnicity - Staff Retention and Teacher Experience	Contact: <u>Ryan Clark</u> 971-208-0471
APRIL 26 @ 2 PM	TRAINING	WEBINAR: Training for Ninth Grade On-Track Collection 2022-23	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.
APRIL 27 @ 2 PM	TRAINING	WEBINAR: Training for Class Roster Collection 2022-23	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 27 – JUNE 2	DATA COLLECTION	Collection Window for: - Third Period Cumulative ADM 2022-23 (7/1 – 5/1)	***Data Submitter*** - Review business rules and instructions prior to submission on the <u>ADM Resources</u> webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the <u>Video Training 2022-2023</u> webpage. ***Reminder:*** If a student is enrolled on May 1 or is continuously enrolled on May 2, report the ADM End Date as 05/02/2023 so the student will be included in the Spring Membership count.
APRIL 28 @ 11:59 PM	TEST ADMINISTRATION	REMINDER: Last day for <u>REMOTE</u> ELPA Summative testing	***District Test Coordinator*** - The remote ELPA Summative testing window closes at 11:59 PM.
APRIL 28 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Staff Assignment 2022-23	Contact: <u>Eric Gillis</u> 503-508-5132
APRIL 28	DATA COLLECTION	Collection Window Closes for: - Special Education At-A-Glance Narrative 2021-22	***Data Submitter*** - The Special Education At-A-Glance Narrative Collection allows authorized users to submit narrative data for all school districts that will receive a Special Education At-A-Glance Profile for the 2021-22 school year. - Contact: <u>Jackie McKim</u> 503-947-5629
APRIL 28	REPORT VALIDATION	Report Validation Window Closes for: - Special Education At-A-Glance District Profiles 2021-22	Contact: <u>Eric Wells</u> 503-947-5978

MAY 2023

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 <u>Accountability Details</u> webpage for additional information.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 4 @ 2 PM	TRAINING	WEBINAR: Training for Annual Cumulative ADM Collection 2022-23	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.
MAY 4 – JUNE 30	DATA COLLECTION	Collection Window for: - Class Roster 2022-23	***Data Submitter*** - Video Training related to this collection is available on the <u>Video Training 2022-2023</u> webpage.
MAY 4 – JULY 7	DATA COLLECTION	Collection Window for: - Ninth Grade On-Track 2022-23	***Data Submitter*** - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the <u>Video Training 2022-2023</u> webpage.
MAY 11 - 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Staff Assignment 2022-23	***Data Submitter*** - Districts will have an opportunity to make corrections to their Staff Assignment submission as identified in the post-collection validations.
MAY 11 @ 2 PM	TRAINING	WEBINAR: Assessments & Accountability Reports (Editing and Checking Assessment Data, Third Period Cumulative ADM, and English Learners)	To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.
MAY 11 – JULY 17	DATA COLLECTION	Collection Window for: - Annual Cumulative ADM 2022-23 (7/1 – 6/30)	***Data Submitter*** - Review business rules and instructions prior to submission on the <u>ADM Resources</u> webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the <u>Video Training 2022-2023</u> webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 12	TEST ORDERING & REPORTING	ELPA Summative Preliminary Student Scores for tests completed March 1 - April 7 available in Centralized Reporting System (CRS) pending comprehensive quality control	***District Test Coordinator*** - The Centralized Reporting System (CRS) 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. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.
MAY 12	TEST ORDERING & REPORTING	ELPA Summative records from tests completed March 1 - April 7 posted to the Assessment Record Updating Application (ARUA) on the ODE district secure website 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 Summative. - 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 Summative does not have a score in the ARUA.
MAY 12 - 14	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, May 12 until 7 PM PT on Sunday, May 14.
MAY 18 – JULY 10	DATA COLLECTION	Collection Window for: - Discipline Incidents 2022-23 - Restraint & Seclusion Incidents 2022-23 - Seclusion Rooms 2022-23	Contact: Lisa Joy Bateman 503-947-5655
MAY 19	TEST ORDERING & REPORTING	Rescores available for Honoring High School Student Proficiency on ELPA Summative (rescored test records from Batch 3)	***District Test Coordinator*** - Check scores for eligible students. - Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE data applications.
MAY 25 @ 2 PM	TRAINING	WEBINAR: Training for Summer Validations (Student Enrollment, Regular Attenders, and Student Mobility Validations)	***Data Submitter*** - To participate in the webinar, go to the Video Training 2022-2023 webpage.
MAY 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Staff Assignment 2022-23	Contact: Eric Gillis 503-508-5132

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 26 @ 5 PM – MAY 30	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports temporarily closed for processing	***District Test Coordinator*** - All 2022-23 test records will be unavailable for download or editing in the ARUA in order to generate non-participation (virtual) records. - 2022-23 Student Reports will also be unavailable during this time.
MAY 26	REPORT VALIDATION	Report Validation Window Closes for: - Institutions for Accountability Reports 2022-23	Contact: Amanda Leopard 503-508-6472
MAY 26 @ 11:59 PM	DATA COLLECTION	Spring Collection Window Closes for: - ESEA Title III: English Learners 2022-23	Contact: Kim Miller 971-239-9681
MAY 29	INFORMATIONAL	ODE is closed for the Memorial Day holiday.	
MAY 31 BY 9 AM	DATA VALIDATION	Assessment Record Updating Application (ARUA), Secure Assessment Reports reopen (with non-participation virtual records generated from Spring Membership)	***District Test Coordinator*** Review test records in the ARUA 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 the test window, home schooled students, etc. - Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on the first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at the 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 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 1 – AUGUST 18	REPORT VALIDATION	Report Validation Window (based on Third Period Cumulative ADM Collection) for: - Regular Attenders - Student Enrollment	***Data Submitter*** - Check that all schools in the 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. - Compare EverEL and EL data in Student Enrollment as you verify your ESEA Title III: English Learners 2022-23 collection. You will not be able to change these EL data after the spring collection closes. - 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 2022-2023 webpage.
JUNE 2	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for remote administration tests completed April 11 - 28 available in Centralized Reporting System (CRS) pending comprehensive quality control	***District Test Coordinator*** - The CRS 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. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.
JUNE 2	TEST ORDERING & REPORTING	ELPA Summative records from remote administration tests completed April 11 - 28 (remote administration) posted to the Assessment Record Updating Application (ARUA) 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 Summative. - 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 Summative does not have a score in the ARUA.
JUNE 2 @ 5 PM	DATA COLLECTION	REMINDER: Last day for transmitting Oregon Extended Assessment results to BRT: - English Language Arts and Mathematics (Grades 3 - 8 and High School) - Science (Grades 5, 8, and 11)	***Data Submitter*** - Transmit results of Oregon Extended Assessments via Oregon's Extended Assessment Training and Proficiency Site on the BRT website. **IMPORTANT**: *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
JUNE 2 @ 11:59 PM	TEST ADMINISTRATION	REMINDER: Last day of testing window for: - English Language Arts and Mathematics (Grades 3 - 8 and High School) - Science (Grades 5, 8, and 11)	
JUNE 2 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Third Period Cumulative ADM 2022-23 (7/1 – 5/1)	*Data Submitter* - Should have Third Period Cumulative ADM submitted (collection opened April 20 to June 2; additional editing window open to all submitters will be June 8-16 to work on audits, and open by request only (email) from June 17 to August 18 allowed during accountability reporting validation period).
JUNE 2	TEST ORDERING & REPORTING	Last date for changes to be included in the initial posting of accountability data validations: - Assessment test records - Third Period Cumulative ADM 2022-23	*Data Submitter* - Should have Third Period Cumulative ADM submitted (collection opened April 20 to June 2; additional editing window open to all submitters will be June 8-16 to work on audits, and open by request only (email) from June 17 to August 18 allowed during accountability reporting validation period). *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 the test window, home schooled students, etc.
JUNE 2 @ 5 PM – JUNE 5	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports temporarily closed for processing	*District Test Coordinator* - All 2022-23 test records will be unavailable for download or editing in the ARUA in order to generate non-participation (virtual) records. - 2022-23 Student Reports will also be unavailable during this time.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 6 BY 9 AM	DATA VALIDATION	Assessment Record Updating Application (ARUA), Secure Assessment Reports reopen (with non-participation virtual records generated from Spring Membership)	***District Test Coordinator*** Review test records in the ARUA 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 the test window, home schooled students, etc. - Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on the first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at the 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 8 @ 2 PM	TRAINING	WEBINAR: Training for At-A-Glance Narrative Collection 2022-23	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.
JUNE 8 – 16	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Third Period Cumulative ADM 2022-23	***Data Submitter*** - The collection will be open during this period to allow districts to verify and correct their data submission.
JUNE 8 - 23	DATA COLLECTION REVIEW	Last Collection Editing Window for: - ESEA Title III: English Learners 2022-23 - Critical Validation – English Learners/Third Period Cumulative ADM	***Data Submitter*** - Review business rules and instructions prior to submission on the <u>Title III: English Learners Schedule of Due Dates</u> webpage or the <u>English Learners Data Collections</u> webpage. - Adjust records for exiting students. - Review collection summary report to verify data was submitted correctly. - Review the provided data sheet from ODE to determine which data collection (English Learners or Third Period Cumulative ADM) needs to be updated. - Information related to this collection is available on the <u>Title III English Learners Data Collections</u> webpage. - **Data will finalize for reporting immediately following the close of this collection.** Contact: <u>Kim Miller</u> 971-239-9681

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 8 – AUGUST 18 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window for: - English Language Arts Student Performance - Mathematics Student Performance - Science Next Gen 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 these validations is available on the Video Training 2022-2023 webpage.
JUNE 9	TEST ORDERING & REPORTING	Rescores available for Honoring High School Student Proficiency on ELPA Summative (rescored test records from Batch 4)	***District Test Coordinator*** - Check scores for eligible students. - Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE data applications.
JUNE 9 - 11	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	***District Test Coordinator*** - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, June 9 until 7 PM PT on Sunday, June 11.
JUNE 16	TEST ORDERING & REPORTING	Test records from Oregon Extended Assessments available in the Assessment Record Updating Application (ARUA) 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 the test window, home schooled students, etc.
JUNE 16	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Third Period Cumulative ADM 2022-23	Contact: Amanda Leopard 503-508-6472
JUNE 19	INFORMATIONAL	ODE is closed for the Juneteenth holiday.	
JUNE 22 @ 2 PM	TRAINING	WEBINAR: School Accountability Details Reports 2022-23	To participate in the webinar, go to the Video Training 2022-2023 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 23	TEST ORDERING & REPORTING	Test records from Science Partial tests available in the Assessment Record Updating Application (ARUA) 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 the test window, home schooled students, etc.
JUNE 23	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - ESEA Title III: English Learners 2022-23 - Critical Validation – English Learners/Third Period Cumulative ADM	**Data will finalize for reporting immediately following the close of this collection.** Contact: Kim Miller 971-239-9681
JUNE 30	TEST ORDERING & REPORTING	Test records from ELA and Math Partial tests available in the Assessment Record Updating Application (ARUA) 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 the test window, home schooled students, etc.
JUNE 30 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Class Roster 2022-23	Contact: Ryan Clark 971-208-0471

JULY 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 6 @ 2 PM	TRAINING	WEBINAR: Training for Class Size Validation and Class Roster Audits 2022-23	***Data Submitter*** - To participate in the webinar, go to the <u>Video Training 2022-2023</u> webpage.
JULY 6 – 14	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Class Roster 2022-23	***Data Submitter*** - The collection will be open during this period to allow districts to verify and correct their data submission.
JULY 6 – AUGUST 18	REPORT VALIDATION	Report Validation Window for: - Ninth Grade On-Track 2022-23	***Data Submitter*** - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <u>Achievement Data Insight</u> application on the district secure website. - Contact your <u>Regional ESD Partner</u> 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 <u>Video Training 2022-2023</u> webpage.
JULY 6 – SEPTEMBER 22	REPORT VALIDATION	Report Validation Window for: - Class Size 2022-23	***Data Submitter*** - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <u>Achievement Data Insight</u> application on the district secure website. - Contact your <u>Regional ESD Partner</u> 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 collections and validations is available on the <u>Video Training 2022-2023</u> webpage.
JULY 7 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Ninth Grade On-Track 2022-23	Contact: <u>Ryan Clark</u> 971-208-0471
JULY 10 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Discipline Incidents 2022-23 - Restraint & Seclusion Incidents 2022-23 - Seclusion Rooms 2022-23	Contact: <u>Lisa Joy Bateman</u> 503-947-5655
JULY 13 – SEPTEMBER 15	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2022-23	***Data Submitter*** - Video Training related to this collection is available on the <u>Video Training 2022-2023</u> webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 14	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Class Roster 2022-23	Contact: Ryan Clark 971-208-0471
JULY 17 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Annual Cumulative ADM 2022-23	Contact: Amanda Leopard 503-508-6472
JULY 20 – 28	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Annual Cumulative ADM 2022-23	***Data Submitter*** - The collection will be open during this period to allow districts to verify and correct their data submission. (Collection will be reopened for all districts to review the Audits list July 20-28. After July 28, full collection available for editing by request only.)
JULY 20 – AUGUST 18	REPORT VALIDATION	Report Validation Window for: - On Track to English Language Proficiency (ELP)	***Data Submitter*** - Check that all schools in the 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 20 – OCTOBER 4	REPORT VALIDATION	Report Validation Window for: - Preliminary School Accountability Details 2022-23	Video Training related to collections and validations is available on the Video Training 2022-2023 webpage.
JULY 27 @ 2 PM	TRAINING	WEBINAR: At-A-Glance School and District Profiles 2022-23	To participate in the webinar, go to the Video Training 2022-2023 webpage.
JULY 27 – AUGUST 18	REPORT VALIDATION	Report Validation Window for: - Student Mobility	***Data Submitter*** - Check that all schools in the 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 validation is available on the Video Training 2022-2023 webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 27 – OCTOBER 4	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School & District Profiles 2022-23	Video Training related to collections and validations is available on the Video Training 2022-2023 webpage.
JULY 28	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2022-23	*Data Submitter* - The collection will be closed to audit reviews. (After July 28, full collection available for editing by request only.)

AUGUST 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 3 – SEPTEMBER 8	REPORT VALIDATION	Report Validation Window for: - Teacher Qualification 2022-23	*Data Submitter* - Check that all schools in the 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 @ 5 PM	ACCOUNTABILITY REPORTS	School and District Accountability Appeals Due to ODE	*Superintendent* - Request an appeal, if appropriate, using the appeal form available in the Accountability Appeals section of the At-A-Glance School and District Profiles or Accountability Details webpage.
AUGUST 10 – 18	REPORT VALIDATION	Report Validation Window for: - Secure Test Results for 2022-23 (to be released to the public and press release in September 2023)	*District Test Coordinator* If the district has made changes to assessment test records in the Assessment Record Updating Application (ARUA) after July 28: - Review preliminary Secure Test Results posted on the Oregon Department of Education district secure website to verify that demographic information in the 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 the test window, home schooled students, etc.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 17 – SEPTEMBER 18	DATA COLLECTION REVIEW	Data Collection Review Window for: - Discipline Incidents 2022-23 - Restraint and Seclusion Incidents 2022-23 - Seclusion Rooms 2022-23	***Data Submitter*** - The collection will be open during this period to allow districts to verify and correct their data submission.
AUGUST 17 – SEPTEMBER 18	REPORT VALIDATION	Report Validation Window for: - Unsafe Schools (based on Discipline Incidents Collection) 2022-23 - Expulsions & Suspensions (based on Discipline Incidents Collection) 2022-23	***Data Submitter*** - Check that all schools in the 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 18	REPORT VALIDATION	Report Validation Window Closes for: - Regular Attenders - Student Enrollment - Ninth Grade On-Track - Student Mobility - On Track to ELP	***Data Submitter*** - Check that all schools in the 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.
AUGUST 18 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window Closes for: - English Language Arts Student Performance - Mathematics Student Performance - Science Next Gen Student Performance	***District Test Coordinator*** - Validation windows close at 5 PM.
AUGUST 18	DATA COLLECTION	Last date for changes to be included in final Assessment Group Reports: - 2022-23 Assessment test records - Third Period Cumulative ADM 2022-23	
AUGUST 18 @ 5 PM – AUGUST 21	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports closed for final processing	***District Test Coordinator*** - All 2022-23 assessment records will be unavailable for download or editing. - 2022-23 Student Reports will also be unavailable during this time. - 2022-23 assessment records will remain READ-ONLY after August 18.
AUGUST 22 BY 9 AM	INFORMATIONAL	ARUA, Secure Assessment Reports reopen (All subjects read-only for 2022-23)	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 24 – SEPTEMBER 1	DATA COLLECTION REVIEW	Data Collection Review Window for: - Ninth Grade On-Track 2022-23	Contact: Ryan Clark 971-208-0471

SEPTEMBER 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 1	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Ninth Grade On-Track 2022-23	Contact: Ryan Clark 971-208-0471
SEPTEMBER 4	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
SEPTEMBER 15	REPORT VALIDATION	Report Validation Window Closes for: - Teacher Qualification 2022-23	Contact: Eric Gillis 503-508-5132
SEPTEMBER 15	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2023-24 school year	Contact: Amanda Leopard 503-508-6472
SEPTEMBER 15	DATA COLLECTION	Collection Window Closes for: - At-A-Glance Narrative 2022-23	Contact: Bianca Llamas 971-208-0437
SEPTEMBER 18	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Discipline Incidents 2022-23 - Restraint and Seclusion Incidents 2022-23 - Seclusion Rooms 2022-23	Contact: Lisa Joy Bateman 503-947-5655
SEPTEMBER 18 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: - Unsafe Schools (based on Discipline Incidents Collection) 2022-23 - Expulsions & Suspensions (based on Discipline Incidents Collection) 2022-23	Contact: Lisa Joy Bateman 503-947-5655
SEPTEMBER 22	REPORT VALIDATION	Report Validation Window Closes for: - Class Size 2022-23	Contact: Robin Stalcup 971-208-0241
SEPTEMBER 22	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) Collection 2022-23	Contact: Eric Gillis 503-508-5132

OCTOBER 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 4	REPORT VALIDATION	Report Validation Window Closes for: - Preliminary At-A-Glance School & District Profiles 2022-23 - Preliminary School Accountability Details 2022-23	Video Training related to collections and validations is available on the Video Training 2022-2023 webpage.
OCTOBER 5	ACCOUNTABILITY REPORTS	Final 2022-23 At-A-Glance School & District Profiles and Accountability Details available for preview on district secure website	*Superintendent* - Prepare local press release, if necessary.
OCTOBER TBA	ACCOUNTABILITY REPORTS	Class Size report for 2022-23 posted on ODE public website	Download the Class Size report from the Class Size Report webpage.
OCTOBER TBA	ACCOUNTABILITY REPORTS	Student Enrollment report for 2022-23 posted on ODE public website	Download the Student Enrollment report from the Student Enrollment Reports webpage.
OCTOBER TBA	ACCOUNTABILITY REPORTS	Webinar on Release of School & District Profiles and Accountability Details	*Superintendent, Principals, Data Submitters* - Webinar to provide school district staff with a preview of Oregon's school and district profiles and Accountability Details
OCTOBER TBA	ACCOUNTABILITY REPORTS	Public Release of: - Final 2022-23 At-A-Glance School & District Profiles and Accountability Details	*Superintendent* - Prepare local press release, if necessary. *District Test Coordinator* - Download school and district reports for 2022-23 for distribution to parents prior to January 15, 2024. Go to the At-A-Glance School and District Profiles webpage.

2022-2023 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS
Updated 2/2/2023

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

Reporting of Statewide Assessment Results

Test Type / Subject	**Preliminary Student Scores** available in Centralized Reporting System	**Records available on ODE District website** for Downloading & Editing (ARUA)	**Downloading & Reporting** (Accountability Warehouse Extract) **Individual Student Reports & Class Rosters** (Secure Assessment Reports)
Science - including Braille	January 10, 2023 Within one business day of test completion	January **26**, 2023 Within two business days of test completion	**February 3**, 2023 Within three business days of test completion
English Language Arts, Mathematics	High School - February 21, 2023 Grades 3-8 - March 7, 2023 Within ten business days of test completion	High School - February 21, 2023 Grades 3-8 - March 9, 2023 Within one business day of posting in CRS	High School - February 21, 2023 Grades 3-8 - March 9, 2023 Within one business day of posting in the ARUA
Oregon Extended Assessments *(English Language Arts, Mathematics, Science)*	N/A	June 16, 2023	June 16, 2023
ELPA (English Language Proficiency Assessment) Summative	March 14, 2023 April 5, 2023 May 12, 2023 June 2, 2023	March 14, 2023 April 5, 2023 May 12, 2023 June 2, 2023	March 14, 2023 April 5, 2023 May 12, 2023 June 2, 2023
Early Learning Transition Check-In *(formerly Kindergarten Assessment)* *(Pilot)*	N/A	N/A	N/A

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 10 - 18, 2023	
Test Results - Final	August 24, 2023	September TBA, 2023

2022-2023 REPORTING OF OREGON ASSESSMENT RESULTS
Updated 8/30/2022

District Website: https://odedistrict.oregon.gov/   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**	March 30 - September 22, 2023
Preliminary reports available on District secure website for: - School Accountability Details	July 20 – October 4, 2023
Preliminary reports available on District secure website for: - At-A-Glance School & District Profiles	July 27 – October 4, 2023
LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in Final At-A-Glance and Accountability Detail reports	August 18, 2023
District Preview **Final** School & District At-A-Glance Profiles and Accountability Detail reports available on **District secure website**	October 5, 2023
Public Release **Final** School & District At-A-Glance Profiles and Accountability Detail reports posted on **Oregon Department of Education public website**	October TBA, 2023

Revision History:

Date	Description	Page(s)
11/22/2022	**Revised: Contact for Extended Assessment to Mason Rivers**	**3**
11/22/2022	**Revised: Date for Collection Window Closes for ESEA Title III: Recent Arrivers 2022-23 to November 4, 2022**	**10, 16**
11/22/2022	**Revised: Date for Webinar on Release of At-A-Glance School & District Profiles and Accountability Details to October 19, 2022**	**13**
11/22/2022	**Revised: Date for Public Release of Final 2021-22 At-A-Glance School & District Profiles and Accountability Details to October 20, 2022**	**13**
11/22/2022	**Revised: Data for public release of the NAEP 2022 results in math and reading at grades 4 and 8 to October 24, 2022**	**14**
11/22/2022	**Revised: Date for Class Size Report for 2021-22 posted on ODE public website to November 2, 2022**	**16**
11/22/2022	**Revised: Date for Student Enrollment report for 2021-22 posted on ODE public website to November 15, 2022**	**16**
11/22/2022	**Revised: Date for Statewide Report Card posted on Oregon Department of Education public website to November 17, 2022**	**16**
2/2/2023	**Revised: Date for Public Release of 2021-22 Dropout and Cohort Graduation Rate reports to January 26, 2023**	**22**
2/2/2023	**Revised: Date for Assessment Record Updating Application (ARUA) opens for Assessment Transactional System 2022-23 test records (high school Science) on the ODE district secure website to January 26, 2023**	**22, 47**
2/2/2023	**Revised: Date for "Banked" high school test records that met the high school standard in a prior year available in ARUA to February 2**	**23**
2/2/2023	**Revised: Date for Student Enrollment Report for 2022-23 released to the public to February 9, 2023**	**23**
2/2/2023	**Revised: Date for Webinar on ARUA, Secure Assessment Reports, and Accountability Warehouse Extract to February 23, 2023**	**24**
3/28/2023	**Revised: Regional ESD Partner Contact for General Assessment Support to Shannon Lyon**	**2**
3/28/2023	**Revised: Date for Collection Window Opens for Special Education At-A-Glance Narrative 2021-22 to March 23, 2023**	**27**
3/28/2023	**Revised: Date for Report Validation Window Opens for Special Education At-A-Glance District Profiles 2021-22 to March 23, 2023**	**27**
5/24/2023	**Revised: Date for Report Validation Window Closes for Institutions for Accountability Reports 2022-23 to May 26, 2023**	**29, 34**
5/24/2023	**Revised: Date for Webinar on School Accountability Details Reports 2022-23 to June 22, 2023**	**39**
6/2/2023	**Revised: Date for Report Validation Window Opens for Class Size 2022-23 to July 6, 2023**	**40**
6/16/2023	**Revised: Date for Test Records from Science Partial tests available in the ARUA to June 23, 2023**	**39**