

# ASSESSMENT and ACCOUNTABILITY CHECKLIST

## for the 2023-24 SCHOOL YEAR

Find this document on the [Key Dates for Accountability and Reporting](#) webpage

**INITIAL PUBLISH DATE:** JULY 31, 2023

**PERIOD COVERED:** JULY 1, 2023 TO MID-OCTOBER, 2024

**REVISION HISTORY BEGINS ON PAGE 48**

### **THIS DOCUMENT PROVIDES:**

- Assessment testing windows for the 2023-24 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 2023-24 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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[cindy.barrick@ode.oregon.gov](mailto:cindy.barrick@ode.oregon.gov)

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# Regional ESD Partners Contact Information

## General Assessment Support

### Regions 1 & 2 - Willamette ESD

**Amy Rockwell**

1-800-970-8372 ext. 1

[amy.rockwell@wesd.org](mailto:amy.rockwell@wesd.org)

### Region 3 - InterMountain ESD

**Shannon Lyon**

1-800-706-4447 ext. 3220

[shannon.lyon@imesd.k12.or.us](mailto:shannon.lyon@imesd.k12.or.us)

## Data Collections & Accountability Support

### Regions 1, 2 & 3 - InterMountain ESD

**Karen Brown Smith**

1-800-706-4447 ext. 3124

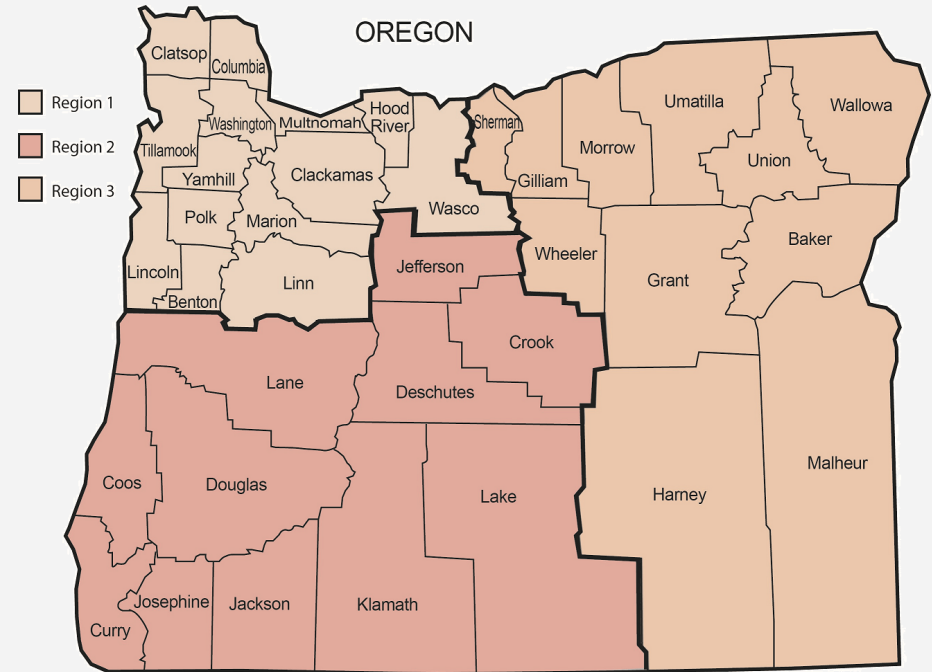
[karen.brown@imesd.k12.or.us](mailto:karen.brown@imesd.k12.or.us)

**Peter Campbell**

1-800-706-4447 ext. 3203

[peter.campbell@imesd.k12.or.us](mailto:peter.campbell@imesd.k12.or.us)

## 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	<a href="mailto:jon.wiens@ode.oregon.gov">jon.wiens@ode.oregon.gov</a>
Accountability Warehouse Extract (AWE) Assessment Record Updating Application (ARUA) Secure Assessment Reports	Cindy Barrick	971-208-0480	<a href="mailto:cindy.barrick@ode.oregon.gov">cindy.barrick@ode.oregon.gov</a>
Assessment of Essential Skills	Tony Bertrand	503-947-5830	<a href="mailto:tony.bertrand@ode.oregon.gov">tony.bertrand@ode.oregon.gov</a>
Assessment Record Updating Application (ARUA) Secure Assessment Reports	Bianca Llamas	971-208-0437	<a href="mailto:bianca.llamas1@ode.oregon.gov">bianca.llamas1@ode.oregon.gov</a>
At-A-Glance Narrative Collection	Bianca Llamas	971-208-0437	<a href="mailto:bianca.llamas1@ode.oregon.gov">bianca.llamas1@ode.oregon.gov</a>
At-A-Glance and Accountability Details Validations	Elyse Bean	971-720-8659	<a href="mailto:elyse.bean@ode.oregon.gov">elyse.bean@ode.oregon.gov</a>
Class Roster	Ryan Clark	971-208-0471	<a href="mailto:ryan.clark@ode.oregon.gov">ryan.clark@ode.oregon.gov</a>
Class Size	Robin Stalcup	971-208-0241	<a href="mailto:robin.stalcup@ode.oregon.gov">robin.stalcup@ode.oregon.gov</a>
Cumulative ADM Collections	Amanda Leopard	503-508-6472	<a href="mailto:amanda.leopard@ode.oregon.gov">amanda.leopard@ode.oregon.gov</a>
Cumulative ADM Exit Adjustment Graduate/Dropout Reporting	Paul Skomsvold	971-208-0296	<a href="mailto:paul.skomsvold@ode.oregon.gov">paul.skomsvold@ode.oregon.gov</a>
Discipline Incidents Restraint & Seclusion Incidents Seclusion Rooms	Lisa Joy Bateman	503-569-2951	<a href="mailto:lisajoy.bateman@ode.oregon.gov">lisajoy.bateman@ode.oregon.gov</a>
Dual Language Immersion Assessment (DLIA)	Kelly Kalkofen	503-580-2290	<a href="mailto:kelly.kalkofen@ode.oregon.gov">kelly.kalkofen@ode.oregon.gov</a>
ESEA Title III English Learners ESEA Title III Recent Arrivers	Kim Miller	971-239-9681	<a href="mailto:kim.a.miller@ode.oregon.gov">kim.a.miller@ode.oregon.gov</a>
Extended Assessment	Mason Rivers	971-208-0434	<a href="mailto:mason.rivers@ode.oregon.gov">mason.rivers@ode.oregon.gov</a>
Fall Membership	Robin Stalcup	971-208-0241	<a href="mailto:robin.stalcup@ode.oregon.gov">robin.stalcup@ode.oregon.gov</a>
Ninth Grade On-Track	Ryan Clark	971-208-0471	<a href="mailto:ryan.clark@ode.oregon.gov">ryan.clark@ode.oregon.gov</a>
Instructional Unit Identifier (IUI)	<b>Robin Stalcup</b>	<b>971-208-0241</b>	<b><a href="mailto:robin.stalcup@ode.oregon.gov">robin.stalcup@ode.oregon.gov</a></b>
National Assessment of Educational Progress (NAEP)	Beth LaDuca	971-208-0091	<a href="mailto:beth.laduca@ode.oregon.gov">beth.laduca@ode.oregon.gov</a>
Staff Assignment	<b>Jon Wiens</b>	<b>503-931-7682</b>	<b><a href="mailto:jon.wiens@ode.oregon.gov">jon.wiens@ode.oregon.gov</a></b>
Staff Position	Ryan Clark	971-208-0471	<a href="mailto:ryan.clark@ode.oregon.gov">ryan.clark@ode.oregon.gov</a>

## JULY 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 6 @ 2 PM	TRAINING	Webinar: Training for Class Size Validation and Class Roster Audits 2022-23	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JULY 6 - 14	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> <li>- Class Roster 2022-23</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- The collection will be open during this period to allow districts to verify and correct their data submission.</li> </ul>
JULY 6 - 14	DATA COLLECTION REVIEW	Data Collection Review Extension Window for: <ul style="list-style-type: none"> <li>- Spring ESEA Title III: English Learners 2022-23</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- The collection will be open during this period to allow districts to verify and correct their data submission.</li> </ul>
JULY 6 – AUGUST 18	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- Ninth Grade On-Track 2022-23</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- 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 <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> 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.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JULY 6 – SEPTEMBER 22	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- Class Size 2022-23</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- 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 <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> 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.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JULY 7 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- Ninth Grade On-Track 2022-23</li> </ul>	Contact: <a href="#">Ryan Clark</a> 971-208-0471

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>JULY 10 @ 11:59 PM</b>	DATA COLLECTION	Collection Window Closes for: - Discipline Incidents 2022-23 - Restraint & Seclusion Incidents 2022-23 - Seclusion Rooms 2022-23	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
<b>JULY 13 – SEPTEMBER 15</b>	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2022-23	<b>Data Submitter</b> - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 14</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Class Roster 2022-23	Contact: <a href="#">Ryan Clark</a> 971-208-0471
<b>JULY 14</b>	DATA COLLECTION REVIEW	Data Collection Review Extension Window Closes for: - Spring ESEA Title III: English Learners 2022-23	Contact: <a href="#">Kim Miller</a> 971-239-9681
<b>JULY 17 @ 11:59 PM</b>	DATA COLLECTION	Collection Window Closes for: - Annual Cumulative ADM 2022-23	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
<b>JULY 20 - 28</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Annual Cumulative ADM 2022-23	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.
<b>JULY 20 – AUGUST 18</b>	REPORT VALIDATION	Report Validation Window for: - On Track to English Language Proficiency (ELP) 2022-23	<b>Data Submitter</b> - 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 <a href="#">Achievement Data Insight</a> application on the district secure website. - Contact your <a href="#">Regional ESD Partner</a> 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.
<b>JULY 20 – OCTOBER 2</b>	REPORT VALIDATION	Report Validation Window for: - Preliminary School Accountability Details 2022-23	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 21 @ 11:59 PM</b>	TEST ADMINISTRATION	REMINDER: Last day for ELPA Screener testing for 2022-23	<b>District Test Coordinator</b> - The testing window closes at 11:59 PM.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 21 - 31	TEST ADMINISTRATION	Test Information Distribution Engine (TIDE) of OSAS Portal offline for updates	<b>District Test Coordinator</b> - The Test Information Distribution Engine (TIDE) will be offline on Friday, July 21 at 5 PM PT through Monday, July 31, 2023 and will re-open for the 2023-24 school year on Tuesday, August 1, 2023 at 8 AM PT.
JULY 27 @ 2 PM	TRAINING	Webinar: At-A-Glance School and District Profiles 2022-23	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
JULY 27 – AUGUST 18	REPORT VALIDATION	Report Validation Window for: - Student Mobility 2022-23	<b>Data Submitter</b> - 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 <a href="#">Achievement Data Insight</a> application on the district secure website. - Contact your <a href="#">Regional ESD Partner</a> 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 <a href="#">Training</a> page on the ODE District website.
JULY 27 – OCTOBER 2	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School and District Profiles 2022-23	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
JULY 28	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2022-23	<b>Data Submitter</b> - 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 1	TEST ADMINISTRATION	TIDE available through the <a href="#">OSAS Portal</a>	<b>District Test Coordinator</b> Instructions for creating or modifying user accounts and viewing or editing student information are included in the TIDE User Guide, available on the <a href="#">Assessment Administration</a> webpage. - Add new users - View/edit student information and student settings - Search for students - View/edit student restrictions

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>AUGUST 1 – JULY 19, 2024</b>	TEST ADMINISTRATION	ELPA Screener 2023-24 Testing Window	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- NOTE: Only students whose English Learner flag (ELFg) is set to “N” in the SSID record may access the ELPA Screener.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- For more information, see the <a href="#">Assessment Training Materials</a> page, ELPA Screener Administration Manual and ELPA Screener Administration Module.</li> </ul>
<b>AUGUST 4 - 6</b>	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, August 4 until 7 PM PT on Sunday, August 6.</li> </ul>
<b>AUGUST 9 BY 5 PM</b>	ACCOUNTABILITY REPORTS	School and District Accountability Appeals due to ODE	<p><b>Superintendent</b></p> <ul style="list-style-type: none"> <li>- Request an appeal, if appropriate, using the appeal form available in the Accountability Appeals section of the <a href="#">At-A-Glance School and District Profiles</a> or <a href="#">Accountability Details</a> webpage.</li> </ul>
<b>AUGUST 10 - 18</b>	REPORT VALIDATION	<p>Report Validation Window for:</p> <ul style="list-style-type: none"> <li>- Secure Test Results for 2022-23 (to be released to the public and press release in September 2023)</li> </ul>	<p><b>District Test Coordinator</b></p> <p>If the district has made changes to assessment test records in Assessment Record Updating Application (ARUA) after July 28:</p> <ul style="list-style-type: none"> <li>- 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 <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- 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.</li> </ul>
<b>AUGUST 17 – SEPTEMBER 15</b>	REPORT VALIDATION	<p>Report Validation Window for:</p> <p>Teacher Qualification 2022-23</p>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- 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 <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>AUGUST 17 – SEPTEMBER 18</b>	DATA COLLECTION REVIEW	Data Collection Review Window for: - Discipline Incidents 2022-23 - Restraint and Seclusion Incidents 2022-23 - Seclusion Rooms 2022-23	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission. - Check for and resolve all audits for Discipline Incidents and Restraint and Seclusion Incidents collections.
<b>AUGUST 17 – SEPTEMBER 18</b>	REPORT VALIDATION	Report Validation Window for: - Unsafe Schools (based on Discipline Incidents Collection) 2022-23	<b>Data Submitter</b> - 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 <a href="#">Achievement Data Insight</a> 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.
<b>AUGUST 18</b>	REPORT VALIDATION	Report Validation Window Closes for: - Regular Attenders - Student Enrollment - Ninth Grade On-Track - Student Mobility - On Track to ELP	<b>Data Submitter</b> - 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 <a href="#">Achievement Data Insight</a> application on the district secure website. - Contact your <a href="#">Regional ESD Partner</a> 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.
<b>AUGUST 18 @ 5 PM</b>	REPORT VALIDATION	Assessment Report Validation Window Closes for: - English Language Arts Student Performance - Mathematics Student Performance - Science Next Gen Student Performance	<b>District Test Coordinator</b> - Validation windows close at 5 PM.
<b>AUGUST 18</b>	DATA COLLECTION	Last date for changes to be included in final Accountability Details and Assessment Group Reports: - 2022-23 Assessment test records - Third Period Cumulative ADM 2022-23	
<b>AUGUST 18 @ 5 PM – AUGUST 21</b>	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports closed for final processing	<b>District Test Coordinator</b> - 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.



DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 22 BY 9 AM	INFORMATIONAL	ARUA, Secure Assessment Reports reopen (All subjects read-only for 2022-23)	
AUGUST 24 – SEPTEMBER 1	DATA COLLECTION REVIEW	Data Collection Review Window for: - Ninth Grade On-Track 2022-23	Contact: <a href="#">Ryan Clark</a> 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: <a href="#">Ryan Clark</a> 971-208-0471
SEPTEMBER 4	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
SEPTEMBER 8 - 10	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b>District Test Coordinator</b> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, Sept 8 until 7 PM PT on Sunday, Sept 10.
SEPTEMBER 11 – MARCH 21	TEST ORDERING & REPORTING	Materials Order Window for the Oregon PreACT	<b>District Test Coordinator</b> - Order materials through the <a href="#">College and Career Readiness Information System (CCRIS)</a> . - Find information and follow the steps outlined on the <a href="#">Oregon PreACT</a> webpage.
SEPTEMBER 14 @ 10:30 AM	TRAINING	Webinar: Training for Recent Arrivers Collection 2023-24	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
SEPTEMBER 14 @ 2 PM	TRAINING	Webinar: Training for First Period Cumulative ADM Collection 2023-24	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
SEPTEMBER 15	DATA COLLECTION	Collection Window Closes for: - At-A-Glance Narrative 2022-23	Contact: <a href="#">Bianca Llamas</a> 971-208-0437
SEPTEMBER 15	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2023-24 school year	Contact: <a href="#">Amanda Leopard</a> 503-508-6472

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 15	REPORT VALIDATION	Report Validation Window Closes for: Teacher Qualification 2022-23	Contact: <a href="#">Jon Wiens</a> 503-931-7682
SEPTEMBER 18	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: <ul style="list-style-type: none"> <li>- Discipline Incidents 2022-23</li> <li>- Restraint and Seclusion Incidents 2022-23</li> <li>- Seclusion Rooms 2022-23</li> </ul>	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- The collection will be open during this period to allow districts to verify and correct their data submission.</li> <li>- Check for and resolve all audits for Discipline Incidents and Restraint and Seclusion Incidents collections.</li> </ul>
SEPTEMBER 18 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- Unsafe Schools (based on Discipline Incidents Collection) 2022-23</li> </ul>	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
SEPTEMBER 21	DATA REPORTING	REMINDER: 2022-23 Test Results available on <a href="#">ODE public website</a>	<b>Superintendent</b> <ul style="list-style-type: none"> <li>- Prepare local press release, if necessary.</li> </ul>
SEPTEMBER 21 - OCTOBER 23	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- First Period Cumulative ADM 2023-24 (covering the period from July 1, 2023 to October 2, 2023)</li> </ul>	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- Review business rules and instructions prior to submission on the <a href="#">ADM Collections</a> webpage.</li> <li>- Submit collection with common fields and collection-specific fields accurately filled for all applicable students.</li> <li>- Correct any error records after the file is processed.</li> <li>- Review collection summary report to verify data was submitted correctly.</li> <li>- Save a production download for your records.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul> <p><b>Reminder:</b> If a student is enrolled on October 2 or is continuously enrolled on October 3, report the ADM End Date as 10/03/2023 so the student will be included in the Fall Membership count.</p>
SEPTEMBER 21 - OCTOBER 27	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- ESEA Title III: Recent Arrivers 2023-24</li> </ul>	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- This is a snapshot of students enrolled in the district as of 10/1/2023.</li> <li>- Contact: <a href="#">Kim Miller</a> 971-239-9681</li> </ul>
SEPTEMBER 22	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- Class Size 2022-23</li> </ul>	Contact: <a href="#">Robin Stalcup</a> 971-208-0241

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 22	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) Collection 2022-23	Contact: <b><u>Robin Stalcup</u></b> 971-208-0241
SEPTEMBER 26 - JULY 19, 2024	TEST ADMINISTRATION	Testing window for English Language Arts (ELA) and Mathematics Interim Assessment Blocks (IABs) and Science Interim assessments (all grades)	<b>Data Submitter</b> - Update SSID records for students prior to testing. <b>District Test Coordinator</b> - Information about Interim Assessments is available on the <a href="#">ODE website</a> .
SEPTEMBER 28 @ 10:30 AM	TRAINING	Webinar: Training for Fall English Learners Collection 2023-24	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.

## OCTOBER 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 2 – NOVEMBER 1	TRAINING	2023-24 Test Administration and Security Training modules posted to <a href="#">ODE public website</a>	<b>District Test Coordinator</b> - 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 <a href="#">2023-24 Test Administration Manual</a> . - The 2023-24 ODE-provided recorded training modules will be available on the <a href="#">Assessment Training Materials</a> webpage as of October 2, 2023.
OCTOBER 2	TEST ORDERING & REPORTING	REMINDER: Last day of Braille Order Window for ELPA Summative	<b>District Test Coordinator</b> - ELPA Summative Braille tests must be ordered during this window. Find the <a href="#">order form</a> on the <a href="#">Test Administration</a> webpage under Forms.
OCTOBER 2	REPORT VALIDATION	Report Validation Window Closes for: - Preliminary At-A-Glance School and District Profiles 2022-23 - Preliminary School Accountability Details 2022-23	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
OCTOBER 2 – APRIL 9	TEST ORDERING & REPORTING	Testing Window for the Oregon PreACT	<b>District Test Coordinator</b> - Find information and follow the steps outlined on the <a href="#">Oregon PreACT</a> webpage. - Answer documents must be returned by April 19, 2024.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 5	ACCOUNTABILITY REPORTS	Final 2022-23 At-A-Glance School & District Profiles and Accountability Details available for preview on district secure website	<b>Superintendent</b> - Prepare local press releases, if necessary.
OCTOBER 5 @ 2 PM	TRAINING	Webinar: Training for Cumulative ADM Exit Adjustment 2022-23 and Dropout Reporting (Part 1 of 2 for Reporting Dropouts & Cohort Graduation; see Part 2 on October 25)	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
OCTOBER 5 – DECEMBER 1	DATA COLLECTION	Collection Window for: - Cumulative ADM Exit Adjustment 2022-23	<b>Data Submitter</b> - Review and update end date codes, diploma type codes, and withdrawal factors in 2022-23 Annual Cumulative ADM data. - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.
OCTOBER 6	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for NAEP 2024 to register for the NAEP planning website and provide school information	<b>District Test Coordinator</b> - Remind NAEP coordinators of schools selected for NAEP 2024 to register for the NAEP planning website and provide school information.
OCTOBER 6 - 8	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b>District Test Coordinator</b> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, October 6 until 7 PM PT on Sunday, October 8.
OCTOBER 12- DECEMBER 1	DATA COLLECTION	Fall Collection Window for: - ESEA Title III: English Learners 2023-24	<b>Data Submitter</b> - Review business rules and instructions prior to submission on the <a href="#">Title III: English Learners Schedule of Due Dates</a> webpage or the <a href="#">English Learners Data Collections</a> 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 <a href="#">Title III English Learners Data Collections</a> webpage. - This is a snapshot of students enrolled in the district as of 10/1/2023. - Contact: <a href="#">Kim Miller</a> 971-239-9681

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 13	TRAINING	Deadline to sign up for required 2023-24 District Test Coordinator (DTC) Training Webinar: <ul style="list-style-type: none"> <li>- November 7, 2023 - 3-4:30 PM PST</li> <li>- November 8, 2023 - 9-10:30 AM PST</li> <li>- November 9, 2023 - 3:45-5:15 PM PST</li> </ul>	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- ODE's authorized ESD Partner will provide one make up training session as needed in December 2023 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 <a href="#">Regional ESD Partner</a> by <b>November 16, 2023</b>.</li> </ul>
OCTOBER 19 – SEPT 20, 2024	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- IUID (Instructional Unit Identifier) 2023-24</li> </ul>	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
OCTOBER 20 - 23	TEST ADMINISTRATION	Sample and Training Tests offline for updates	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- The Sample and Training Tests will be offline for updates from 5 PM PT on Friday, October 20 until 6 AM PT on Tuesday, October 24, 2023.</li> </ul>
OCTOBER 23 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- First Period Cumulative ADM 2023-24 (7/1 – 10/2)</li> </ul>	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
OCTOBER 24	TEST ADMINISTRATION	2023-24 Online Sample Tests available through the <a href="#">OSAS Portal</a> : <ul style="list-style-type: none"> <li>- ELPA Summative</li> <li>- Alt ELPA</li> <li>- English Language Arts (ELA) &amp; Math</li> <li>- Science</li> </ul>	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- 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.</li> </ul>
OCTOBER 24	ACCOUNTABILITY REPORTS	Webinar on Release of At-A-Glance School & District Profiles and Accountability Details	<b>Superintendents, Principals, Data Submitters</b> Webinar to provide school district staff with a preview of Oregon's school and district profiles and Accountability Details
OCTOBER 25 @ 2 PM	TRAINING	Webinar: Training for Reporting Dropouts & Cohort Graduation (Part 2 of 2; see Part 1 on October 5)	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
OCTOBER 26	ACCOUNTABILITY REPORTS	Public Release of: <ul style="list-style-type: none"> <li>- Final 2022-23 At-A-Glance School and District Profiles and Accountability Details</li> </ul>	<b>Superintendent</b> <ul style="list-style-type: none"> <li>- Prepare local press release, if necessary.</li> </ul> <b>District Test Coordinator</b> Download school and district reports for 2022-23 for distribution to parents prior to January 15, 2024. Go to the <a href="#">At-A-Glance School and District Profiles</a> webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 26	ACCOUNTABILITY REPORTS	Class Size report for 2022-23 posted on ODE public website	Download the Class Size report from the <a href="#">Class Size Report</a> webpage.
OCTOBER 26	ACCOUNTABILITY REPORTS	Student Enrollment report for 2022-23 posted on ODE public website	Download the Student Enrollment report from the <a href="#">Student Enrollment Reports</a> webpage.
OCTOBER 26 – NOVEMBER 3	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - First Period Cumulative ADM 2023-24	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.
OCTOBER 26 – DECEMBER 8	REPORT VALIDATION	Report Validation Window for: - NCES Dropout Report 2022-23 - Graduation Cohort 4-year and 5-year Reports for 2022-23	<b>Data Submitter</b> - Check that all schools are included in the validation and that ADM codes are accurately reported in the 2022-23 Annual ADM Collection. Revisions are made in the Exit Adjustment Collection. - Adjustments to outcome data prior to 2022-23 can be made by submitting a program type 14 record to 2022-23 Annual Cumulative ADM. To request to have this collection opened, please email your <a href="#">Regional ESD Partner</a> or <a href="#">Amanda Leopard</a> . See <a href="#">Cumulative ADM Program Type 14</a> for more information. - Cohort Report will include the four-year cohort graduation rate (students first entering high school in 2019-20) and five-year cohort graduation rate (students first entering high school in 2018-19). - Go to the <a href="#">Achievement Data Insight</a> application on the district secure website. The 2022-23 rates are available under Reporting Year 2023-2024. 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 <a href="#">Regional ESD Partner</a> 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.
OCTOBER 27	DATA COLLECTION	Collection Window Closes for: - ESEA Title III: Recent Arrivers 2023-24	Contact: <a href="#">Kim Miller</a> 971-239-9681

## NOVEMBER 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 1	TRAINING	Deadline for completing required District Test Coordinator (DTC) Training Survey	<b>District Test Coordinator</b> - Complete the ODE-provided Training Survey posted on the <a href="#">Assessment Training Materials</a> webpage by <b>November 1, 2023</b> .

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 2 – JANUARY 19	REPORT VALIDATION	Report Validation Window for: - Fall Membership 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Review student enrollment for Districts/Schools.</li> <li>- Go to the <a href="#">Achievement Data Insight</a> application on the district secure website. Data will refresh periodically throughout the window – see the validation site for scheduled refresh dates.</li> <li>- Student Level data is available in the “Detail” tab on the validation site.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> or <a href="#">Robin Stalcup</a> if you have questions or if corrections are needed.</li> <li>- Remember - students must have been reported as enrolled on the first school day in October in order to be included in the Fall Membership report. In other words, the ADM End Date (the weekday following the student’s last enrollment within the period) should be 10/03/2023.</li> </ul>
NOVEMBER 3	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - First Period Cumulative ADM 2023-24	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
NOVEMBER 6 – JANUARY 5	TEST ORDERING & REPORTING	Oregon Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Oregon Extended Assessments requiring Braille or Large Print format must be ordered during this window.</li> <li>- Orders will be delivered to districts by February 9, 2024.</li> </ul>
NOVEMBER 7 - 9	TRAINING	Required 2023-24 District Test Coordinator (DTC) Training Webinar: - November 7, 2023 - 3-4:30 PM PST - November 8, 2023 - 9-10:30 AM PST - November 9, 2023 - 3:45-5:15 PM PST	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- ODE’s authorized ESD Partner will provide one make up training session as needed in December 2023 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 <a href="#">Regional ESD Partner</a> by <b>November 16, 2023</b>.</li> </ul>
NOVEMBER 10	INFORMATIONAL	ODE is closed for the Veteran’s Day holiday.	
NOVEMBER 10 - 12	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, November 10 until 7 PM PT on Sunday, November 12.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 23 - 24	INFORMATIONAL	ODE is closed for the Thanksgiving holiday.	
NOVEMBER 29 & FEBRUARY 1	TRAINING	Oregon Extended Assessment Qualified Trainer Training	<p><b>District Test Coordinator</b></p> <p>Training sessions 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.</p> <ul style="list-style-type: none"> <li>- <u>Wednesday, November 29</u>: 9 AM - 12 PM</li> <li>- <u>Thursday, February 1</u>: 1 - 4 PM</li> </ul>
NOVEMBER 29 @ 2 PM	TRAINING	Webinar: Training for Staff Position Collection 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
NOVEMBER 30 @ 2 PM	TRAINING	Webinar: Training for Second Period Cumulative ADM Collection 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
BY NOVEMBER 30	ACCOUNTABILITY REPORTS	Statewide Report Card posted on Oregon Department of Education public website	To download the Statewide Report Card, go to the <a href="#">Statewide Annual Report Card</a> webpage.

## DECEMBER 2023

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 1 @ 11:59 PM	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- Cumulative ADM Exit Adjustment 2022-23</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Review and update end date codes, diploma type codes, and withdrawal factors in 2022-23 Annual Cumulative ADM data.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
DECEMBER 7 @ 7:45 AM	TRAINING	NAEP: Optional webinar available on NAEP online assessment planning system; training repeated on December 12 and 15	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Remind principals or NAEP coordinators of selected schools that this optional training is available to them.</li> <li>- Attend the training, if desired.</li> </ul>



DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 7 – JANUARY 8	DATA COLLECTION	Collection Window for: - Second Period Cumulative ADM 2023-24 (7/1 – 12/31)	<b>Data Submitter</b> - Review business rules and instructions prior to submission on the <a href="#">ADM Collections</a> 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 <a href="#">Training</a> page on the ODE District website.
DECEMBER 7 – JANUARY 22	DATA COLLECTION	Collection Window for: - Staff Position 2023-24	<b>Data Submitter</b> - 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 <a href="#">Staff Position</a> website. - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.
DECEMBER 8	REPORT VALIDATION	Report Validation Window Closes for: - NCES Dropout Report 2022-23 - Graduation Cohort 4-year and 5-year Reports for 2022-23	<b>Data Submitter</b> - Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
DECEMBER 8	DATA COLLECTION	Fall Collection Window Closes for: ESEA Title III: English Learners 2023-24	Contact: <a href="#">Kim Miller</a> 971-239-9681
DECEMBER 8 - 10	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b>District Test Coordinator</b> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, December 8 until 7 PM PT on Sunday, December 10.
DECEMBER 12 @ 3:45 PM	TRAINING	NAEP: Optional webinar available on NAEP online assessment planning system; training repeated on December 7 and 15	<b>District Test Coordinator</b> - Remind principals or NAEP coordinators of selected schools that this optional training is available to them. - Attend the training, if desired.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 15 @ 7:45 AM	TRAINING	NAEP: Optional webinar available on NAEP online assessment planning system; training repeated on December 7 and 12	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- Remind principals or NAEP coordinators of selected schools that this optional training is available to them.</li> <li>- Attend the training, if desired.</li> </ul>
DECEMBER 25	INFORMATIONAL	ODE is closed for the Christmas holiday.	
DECEMBER 28	ACCOUNTABILITY REPORTS	PREVIEW of Final 2022-23 Dropout and Cohort Graduation Rate reports posted to the ODE district secure website	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- Preview of Final Reports will include the current traditional dropout rate.</li> <li>- Preview of Final Reports will include the four-year cohort graduation rate (students' first entering high school in 2019-20) and five-year cohort graduation rate (students' first entering high school in 2018-19).</li> <li>- Public Release is January <b>25</b>, 2024.</li> </ul>

## JANUARY 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 1	INFORMATIONAL	ODE is closed for the New Year's Day holiday.	
JANUARY 5	TEST ORDERING & REPORTING	REMINDER: Last day of Oregon Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- Oregon Extended Assessments requiring Braille or Large Print format must be ordered during this window.</li> <li>- Orders will be delivered to districts by February 9, 2024.</li> </ul>
JANUARY 5	TEST ADMINISTRATION	Deadline for DTCs who chose to provide student lists for selected schools to submit student lists for NAEP 2024	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- Follow instructions from the NAEP State Coordinator to submit current student lists for selected schools to NAEP for sampling.</li> </ul>
JANUARY 5 - 8	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for deployment of 2023-24 ELPA Summative assessments	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- TDS, TIDE, and CRS will be offline to support the deployment of the 2023-24 administration from 5 PM PT on Friday, January 5 until 6 AM PT on Tuesday, January 9.</li> </ul>
JANUARY 8 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- Second Period Cumulative ADM 2023-24</li> </ul>	Contact: <a href="mailto:Amanda.Leopard@ode.state.or.us">Amanda Leopard</a> 503-508-6472
JANUARY 8 @ 11:59 PM	TEST ADMINISTRATION	ELPA Screener Future K form goes offline.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 9	TEST ADMINISTRATION	ELPA Screener Grade K form opens.	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- NOTE: Only students whose English Learner flag (ELFg) is set to “N” in the SSID record may access the ELPA Screener.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- For more information, see the <a href="#">Assessment Training Materials</a> page, ELPA Screener Administration Manual and ELPA Screener Administration Module.</li> </ul>
JANUARY 9 – APRIL 12	TEST ADMINISTRATION	Testing Window for <a href="#">In-Person</a> English Language Proficiency Assessment (ELPA) Summative (Grades K-12)	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- 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 <a href="#">Test Administration Manual</a>, Section 10 and Appendix B for details).</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2023-24 <a href="#">Test Administration Manual</a>.</li> <li>- 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 <a href="#">Test Administration Manual</a>, Section 10 and Appendix B for details).</li> <li>- 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.</li> </ul>
JANUARY 11 - 19	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Second Period Cumulative ADM 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- The collection will be open during this period to allow districts to verify and correct their data submission.</li> </ul>
JANUARY 12 - 14	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, January 12 until 7 PM PT on Sunday, January 14.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
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	<p><b>OAR 581-022-2255 School and District Performance Report Criteria</b></p> <p>(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:</p> <ul style="list-style-type: none"> <li>(a) Mailing a copy;</li> <li>(b) Electronically sending a copy; or</li> <li>(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.</li> </ul>
JANUARY 15	INFORMATIONAL	ODE is closed for the Martin Luther King, Jr. Day holiday.	
JANUARY 19	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- Fall Membership 2023-24</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Student Membership Manual is available on the <a href="#">Student Enrollment Reports</a> webpage.</li> </ul>
JANUARY 19	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: <ul style="list-style-type: none"> <li>- Second Period Cumulative ADM 2023-24</li> </ul>	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
JANUARY 22 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- Staff Position 2023-24</li> </ul>	Contact: <a href="#">Ryan Clark</a> 971-208-0471
JANUARY 25	ACCOUNTABILITY REPORTING	2022-23 Dropout and Cohort Graduation Rate reports released to the public	<ul style="list-style-type: none"> <li>- Reports will include the current traditional dropout rate.</li> <li>- Reports will include the four-year cohort graduation rate (students first entering high school in 2019-20) and five-year cohort graduation rate (students first entering high school in 2018-19).</li> </ul>
JANUARY 25 – FEBRUARY 2	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> <li>- Staff Position 2023-24</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Districts will have an opportunity to make corrections to their Staff Position submission as identified in the post-collection validations.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 29 – MARCH 8	TEST ADMINISTRATION	Testing window for NAEP in schools selected for NAEP 2024	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.</li> </ul>
JANUARY 30 – APRIL 12	TEST ADMINISTRATION	Testing Window for Alt ELPA (Grades K-12)	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- 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 English Language Proficiency Assessment (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 <a href="#">Test Administration Manual</a>, Section 10 and Appendix B for details).</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2023-24 <a href="#">Test Administration Manual</a>.</li> <li>- Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the <a href="#">Test Administration Manual</a>, Section 10 and Appendix B for details).</li> <li>- 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.</li> </ul>

## FEBRUARY 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 1 @ 1 PM	TRAINING	Final Training for Oregon Extended Assessment Qualified Trainers	<p><b>District Test Coordinator</b></p> <p>Training sessions 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.</p> <ul style="list-style-type: none"> <li>- <a href="#">Wednesday, November 29: 9 AM - 12 PM</a></li> <li>- <a href="#">Thursday, February 1: 1 - 4 PM</a></li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 2	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Staff Position 2023-24	Contact: <a href="#">Ryan Clark</a> 971-208-0471
FEBRUARY 2 - 4	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b>District Test Coordinator</b> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, February 2 until 7 PM PT on Sunday, February 4.
FEBRUARY 6	TEST ORDERING & REPORTING	Reports available through the <a href="#">OSAS Portal</a> : - Performance Reports (Science) - Participation Reports	<b>District Test Coordinator</b> - Instructions for generating reports through the Centralized Reporting System (CRS) are included in the Online Reports User Guide, available on the <a href="#">Assessment Administration</a> 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.
FEBRUARY 6	TEST ORDERING & REPORTING	Oregon Extended Assessment document download launched for English Language Arts, Mathematics, and Science	<b>District Test Coordinator</b> - Download Oregon Extended Assessments for February 6 - June 14 test administration window. Go to <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> . - Maintain the security of all test materials in accordance with Section 2 - Test Security of the 2023-24 <a href="#">Test Administration Manual</a> .
FEBRUARY 6 – JUNE 14	TEST ADMINISTRATION	Testing Window for: - English Language Arts, High School (Grade 11) - Mathematics, High School (Grade 11) - Science, High School (Grade 11)	<b>Data Submitter</b> - Update SSID records for students prior to testing. <b>District Test Coordinator</b> - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2023-24 <a href="#">Test Administration Manual</a> . - English Language Arts (ELA) and Mathematics assessments are <b>required</b> for all students in grades 3 - 8 and High School (grade 11). - Science assessments are <b>required</b> for all students in grades 5, 8, and High School (Grade 11). - See Section 5.2 of the 2023-24 <a href="#">Test Administration Manual</a> for specific local test window criteria.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 6 – JUNE 14	TEST ADMINISTRATION	Testing Window for Oregon Extended Assessments: <ul style="list-style-type: none"> <li>- English Language Arts, High School (Grade 11)</li> <li>- Mathematics, High School (Grade 11)</li> <li>- Science, High School (Grade 11)</li> </ul>	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2023-24 <a href="#">Test Administration Manual</a>.</li> <li>- Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Oregon Extended Assessment, and have turned in a signed Assurance of Test Security form.</li> <li>- Update SSID records for students two days prior to testing.</li> <li>- Transmit results of Extended Assessments via <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.</li> </ul>
FEBRUARY 8	TEST ORDERING & REPORTING	Assessment Record Updating Application (ARUA) and Accountability Warehouse Extract (AWE) open for 2023-24 test records (“banked” high school test records that met the high school standard in a prior year) on the ODE district secure website	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- 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).</li> <li>- It also provides snapshot reports of student test record counts by school institution ID for a specific subject and school year.</li> <li>- 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.</li> <li>- Ensure that all students enrolled in Grade 11 on May 1, 2024 who do not have a banked score that met the high school standard are tested in the required subjects.</li> </ul> <p>The ARUA and AWE are continuously accessible, and 2023-24 records are editable until the accountability reporting validation window closes in late August.</p>
FEBRUARY 8	ACCOUNTABILITY REPORTING	REMINDER: Student Enrollment Report for 2023-24 released to the public and press	<b><i>Data Submitter</i></b> <ul style="list-style-type: none"> <li>- Changes to enrollment submissions must be made in First Period Cumulative ADM by January 19 in order to be reflected in the Final Preview and Final Fall Membership Report.</li> </ul>
FEBRUARY 15 @ 2 PM	TRAINING	Webinar: Assessment Record Updating Application (ARUA), Secure Assessment Reports, and Accountability Warehouse Extract (AWE)	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
FEBRUARY 19	INFORMATIONAL	ODE is closed for the Presidents Day holiday.	

## MARCH 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p><b>MARCH 5 – APRIL 12</b></p>	<p>TEST ADMINISTRATION</p>	<p>Testing Window for <u>REMOTE</u> English Language Proficiency Assessment (ELPA) Summative (Grades K-12)</p>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- Note: Only students who have the Remote Tester flag set to Yes in TIDE may access the remote administration of the ELPA Summative.</li> <li>- 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).</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2023-24 <u>Test Administration Manual</u>.</li> <li>- 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).</li> <li>- 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.</li> </ul>
<p><b>MARCH 5 – JUNE 14</b></p>	<p>TEST ADMINISTRATION</p>	<p>Testing Window for: - OSAS Science, grades 5 and 8</p>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2023-24 <u>Test Administration Manual</u>.</li> <li>- Science assessments are <b>required</b> for all students in grades 5, 8, and High School (Grade 11).</li> <li>- See Section 5.2 of the 2023-24 <u>Test Administration Manual</u> for specific local test window criteria.</li> </ul>



DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 5 – JUNE 14	TEST ADMINISTRATION	Testing Window for Oregon Extended Assessments: - English Language Arts, grades 3-8 - Mathematics, grades 3-8 - Science, grades 5 and 8	<b><i>District Test Coordinator</i></b> - Maintain security of all test materials in accordance with Section 2 – Test Security of the 2023-24 <a href="#">Test Administration Manual</a> . - Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Oregon Extended Assessment, and have turned in a signed Assurance of Test Security form. - Update SSID records for students two days prior to testing. - Transmit results of Extended Assessments via <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.
MARCH 5 – JUNE 14	TEST ADMINISTRATION	Testing Window for Student Educational Equity Development (SEED) Survey, all grades (3-11)	<b><i>District Test Coordinator</i></b> - 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 7 @ 2 PM	TRAINING	Webinar: Training for Staff Assignment Collection 2023-24	<b><i>Data Submitter</i></b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
MARCH 8	TEST ADMINISTRATION	Testing window closes for NAEP 2024 in selected schools	<b><i>District Test Coordinator</i></b> - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
MARCH 8 - 10	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b><i>District Test Coordinator</i></b> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, March 8 until 7 PM PT on Sunday, March 10.
MARCH 11 @ 5 PM	TEST ORDERING & REPORTING	OSAS Centralized Reporting System (CRS) offline for deployment of ELPA Summative scores	<b><i>District Test Coordinator</i></b> - CRS will be offline until 6 AM PT on Tuesday, March 12.
MARCH 12	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed January 9 - 31 available in Centralized Reporting System (CRS) pending comprehensive quality control	<b><i>District Test Coordinator</i></b> - 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.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MARCH 12</b>	TEST ORDERING & REPORTING	ELPA Summative records from tests completed January 9 - 31 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control	<p><b><i>District Test Coordinator</i></b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that each English Learner has a score posted for the ELPA Summative.</li> <li>- Supply accommodation or administration codes if necessary.</li> <li>- Notify <u>Regional ESD Partner</u> if a posted record is not from a district student.</li> <li>- Notify <u>Regional ESD Partner</u> if a student who completed the ELPA Summative does not have a score in the ARUA.</li> </ul>
<b>MARCH 14 @ 2 PM</b>	TRAINING	Webinar: Training for Staff Validations 2023-24 (Staff FTE, Staff Ethnicity, Staff Retention and Teacher Experience)	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <u>Training</u> page on the ODE District website.</li> </ul>
<b>MARCH 19</b>	TEST ORDERING & REPORTING	Scores available for Honoring High School Student Proficiency on ELPA Summative (fully scored test records from Batch 1)	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- Check scores for eligible students.</li> <li>- Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE data applications such as Secure Assessment Reports.</li> </ul>
<b>MARCH 19</b>	TEST ORDERING & REPORTING	English Language Arts (ELA) and Mathematics assessment scores available in the Centralized Reporting System (CRS) on the <u>OSAS Portal</u>	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- Instructions for generating reports through the CRS are included in the Online Reports User Guide, available on the <u>Assessment Administration</u> webpage.</li> <li>- Preliminary ELA and Mathematics scores available in the CRS within two weeks of completion of the hand-scored part of the test.</li> <li>- Information from CRS should only be viewed as preliminary. The source for official scores is the ODE applications.</li> </ul>
<b>MARCH 19</b>	TEST ORDERING & REPORTING	2023-24 English Language Arts (ELA) and Mathematics assessment scores available in the Assessment Record Updating Application (ARUA) on the <u>ODE district secure website</u>	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- 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).</li> <li>- It also provides snapshot reports of student test record counts by school institution ID for a specific subject and school year.</li> <li>- ELA and Mathematics assessment scores are typically available within two weeks of completion of the hand-scored part of the test.</li> <li>- The ARUA is continuously accessible, and 2023-24 records are editable until the accountability reporting validation window closes in late August.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 21 – APRIL 29	DATA COLLECTION	Collection Window for: - Staff Assignment 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- USID must be requested or updated for all staff prior to completing the staff-level collections.</li> <li>- IUID collection must be submitted prior to completing the Staff Assignment collection.</li> <li>- Review business rules and instructions prior to submission. Go to the <a href="#">Staff Assignment</a> website.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
MARCH 28 – APRIL 19	DATA COLLECTION	Collection Window for: Special Education At-A-Glance Narrative 2022-23	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- 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 2022-23 school year.</li> </ul> <p>Contact: <a href="#">Jackie McKim</a> 971-240-0234</p>
MARCH 28 – APRIL 19	REPORT VALIDATION	Report Validation Window for: Special Education At-A-Glance District Profiles 2022-23	Contact: <a href="#">Stella Brown</a> 503-508-9192
MARCH 28 – APRIL 29	REPORT VALIDATION	Report Validation Window for: - Staff FTE - Staff Ethnicity - Staff Retention and Teacher Experience	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- 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 <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> 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.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>

## APRIL 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p><b>APRIL 2 – JUNE 14</b></p>	<p>TEST ADMINISTRATION</p>	<p>Testing Window for:</p> <ul style="list-style-type: none"> <li>- English Language Arts (ELA), grades 3-8</li> <li>- Mathematics, grades 3-8</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2023-24 <a href="#">Test Administration Manual</a>.</li> <li>- English Language Arts (ELA) and Mathematics assessments are <b>required</b> for all students in grades 3 - 8 and High School (grade 11).</li> <li>- See Section 5.2 of the 2023-24 <a href="#">Test Administration Manual</a> for specific local test window criteria.</li> </ul>
<p><b>APRIL 3</b></p>	<p>TEST ORDERING &amp; REPORTING</p>	<p>ELPA Summative preliminary student scores for tests completed February 1 - 29 available in Centralized Reporting System (CRS) pending comprehensive quality control</p>	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.</li> </ul>
<p><b>APRIL 3</b></p>	<p>TEST ORDERING &amp; REPORTING</p>	<p>ELPA Summative records from tests completed February 1 - 29 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control</p>	<p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that each English Learner has a score posted for the ELPA Summative.</li> <li>- Supply accommodation or administration codes if necessary.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a posted record is not from a district student.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a student who completed the ELPA Summative does not have a score in the ARUA.</li> </ul>
<p><b>APRIL 4 @ 10:30 AM</b></p>	<p>TRAINING</p>	<p>Webinar: Training for Spring English Learners Collection 2023-24</p>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<p><b>APRIL 4 @ 2 PM</b></p>	<p>TRAINING</p>	<p>Webinar: Training for Institutions for Accountability Reports 2023-24</p>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 9	TEST ORDERING & REPORTING	Testing Window Closes for the Oregon PreACT	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Find information and follow the steps outlined on the <a href="#">Oregon PreACT</a> webpage.</li> <li>- Answer documents must be returned by April 19, 2024.</li> </ul>
APRIL 10	TEST ORDERING & REPORTING	Scores available for Honoring High School Student Proficiency on ELPA Summative (fully scored test records from Batch 2)	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Check scores for eligible students.</li> <li>- Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE data applications such as Secure Assessment Reports.</li> </ul>
APRIL 11 – MAY 31	REPORT VALIDATION	<p>Report Validation Window for:</p> <ul style="list-style-type: none"> <li>- Institutions for Accountability Reports 2023-24</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- 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 <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Request, if desired, recognition as a new school. Boundary Change Calculator is posted on the <a href="#">Accountability Details</a> webpage.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> 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.</li> <li>- Institution validation guidance can be found on the <a href="#">Institution Validation</a> page on the ODE District website.</li> </ul>
APRIL 11 – MAY 24	DATA COLLECTION	<p>Spring Collection Window for:</p> <ul style="list-style-type: none"> <li>- ESEA Title III: English Learners 2023-24</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Review business rules and instructions prior to submission on the <a href="#">Title III: English Learners Schedule of Due Dates</a> webpage or the <a href="#">English Learners Data Collections</a> webpage.</li> <li>- Submit collection with common fields and collection-specific fields accurately filled for all applicable students.</li> <li>- Correct any error records after the file is processed.</li> <li>- Review collection summary report to verify data was submitted correctly.</li> <li>- Save a production download for your records.</li> <li>- Information related to this collection is available on the <a href="#">Title III English Learners Data Collections</a> webpage.</li> <li>- <u>This is a school-year snapshot of data.</u></li> </ul> <p>Contact: <a href="#">Kim Miller</a> 971-239-9681</p>
APRIL 12 @ 11:59 PM	TEST ADMINISTRATION	REMINDER: Last day for <a href="#">In-Person and Remote</a> ELPA Summative testing	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- The ELPA Summative testing window closes at 11:59 PM.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>APRIL 12 @ 11:59 PM</b>	TEST ADMINISTRATION	REMINDER: Last day for Alt ELPA testing	<b><i>District Test Coordinator</i></b> - The Alt ELPA testing window closes at 11:59 PM.
<b>APRIL 18 @ 2 PM</b>	TRAINING	Webinar: Training for Third Period Cumulative ADM Collection 2023-24	<b><i>Data Submitter</i></b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
<b>APRIL 19</b>	<b>TEST ORDERING &amp; REPORTING</b>	<b>Last day to return materials for the Oregon PreACT</b>	<b><i>District Test Coordinator</i></b> - <b>Find information and follow the steps outlined on the <a href="#">Oregon PreACT</a> webpage.</b> - <b>Answer documents must be returned by April 19, 2024.</b>
<b>APRIL 19</b>	DATA COLLECTION	Collection Window Closes for: - Special Education At-A-Glance Narrative 2022-23	<b><i>Data Submitter</i></b> - 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 2022-23 school year. Contact: <a href="#">Jackie McKim</a> 971-240-0234
<b>APRIL 19</b>	REPORT VALIDATION	Report Validation Window Closes for: - Special Education At-A-Glance District Profiles 2022-23	Contact: <a href="#">Stella Brown</a> 503-508-9192
<b>APRIL 24 @ 2 PM</b>	TRAINING	Webinar: Training for Ninth Grade On-Track Collection 2023-24	<b><i>Data Submitter</i></b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
<b>APRIL 25 @ 2 PM</b>	TRAINING	Webinar: Training for Class Roster Collection 2023-24	<b><i>Data Submitter</i></b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>APRIL 25 – MAY 31</b>	DATA COLLECTION	Collection Window for: - Third Period Cumulative ADM 2023-24 (7/1 - 5/1)	<b>Data Submitter</b> - Review business rules and instructions prior to submission on the <a href="#">ADM Collections</a> 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 <a href="#">Training</a> page on the ODE District website. <b>Reminder:</b> If a student is enrolled on May 1 or is continuously enrolled on May 2, report the ADM End Date as 05/02/2024 so the student will be included in the Spring Membership count.
<b>APRIL 29</b>	REPORT VALIDATION	Report Validation Window Closes for: - Staff FTE - Staff Ethnicity - Staff Retention and Teacher Experience	Contact: <a href="#">Ryan Clark</a> 971-208-0471
<b>APRIL 29 @ 11:59 PM</b>	DATA COLLECTION	Collection Window Closes for: - Staff Assignment 2023-24	Contact: <a href="#">Jon Wiens</a> 503-931-7682

## MAY 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MAY 1 @ NOON</b>	ACCOUNTABILITY REPORTS	REMINDER: Last day for submitting requests for new school status due to boundary or grade changes	<b>Superintendent</b> - Send signed request for new school designation with supporting data to ODE. See the <a href="#">Accountability Details</a> webpage for additional information.
<b>MAY 2 – JUNE 28</b>	DATA COLLECTION	Collection Window for: - Class Roster 2023-24	<b>Data Submitter</b> - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MAY 2 – JULY 5</b>	DATA COLLECTION	Collection Window for: - Ninth Grade On-Track 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Submit collection with common fields and collection-specific fields accurately filled for all applicable students.</li> <li>- Correct any error records after the file is processed.</li> <li>- Review collection summary report to verify data was submitted correctly.</li> <li>- Save a production download for your records.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>MAY 7</b>	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed March 1 - 29 available in Centralized Reporting System (CRS) pending comprehensive quality control	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.</li> </ul>
<b>MAY 7</b>	TEST ORDERING & REPORTING	ELPA Summative records from tests completed March 1 - 29 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control	<p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that each English Learner has a score posted for the ELPA Summative.</li> <li>- Supply accommodation or administration codes if necessary.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a posted record is not from a district student.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a student who completed the ELPA Summative does not have a score in the ARUA.</li> </ul>
<b>MAY 9 - 27</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Staff Assignment 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Districts will have an opportunity to make corrections to their Staff Assignment submission as identified in the post-collection validations.</li> </ul>
<b>MAY 9 @ 2 PM</b>	TRAINING	Webinar: Training for Annual Cumulative ADM Collection 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>MAY 10 - 12</b>	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, May 10 until 7 PM PT on Sunday, May 12.</li> </ul>



DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MAY 14</b>	TEST ORDERING & REPORTING	Scores available for Honoring High School Student Proficiency on ELPA Summative (fully scored test records from Batch 3)	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- Check scores for eligible students.</li> <li>- Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE data applications such as Secure Assessment Reports.</li> </ul>
<b>MAY 16 @ 2 PM</b>	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 <a href="#">Training</a> page on the ODE District website.
<b>MAY 16 – JULY 8</b>	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- Seclusion Rooms 2023-24</li> </ul>	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
<b>MAY 16 – JULY 15</b>	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- Annual Cumulative ADM 2023-24 (7/1 - 6/30)</li> </ul>	<b><i>Data Submitter</i></b> <ul style="list-style-type: none"> <li>- Review business rules and instructions prior to submission on the <a href="#">ADM Collections</a> webpage.</li> <li>- Submit collection with common fields and collection-specific fields accurately filled for all applicable students.</li> <li>- Correct any error records after the file is processed.</li> <li>- Review collection summary report to verify data was submitted correctly.</li> <li>- Save a production download for your records.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>MAY 23 @ 2 PM</b>	TRAINING	Webinar: Training for Summer Validations (Student Enrollment, Regular Attenders, and Student Mobility Validations)	<b><i>Data Submitter</i></b> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>MAY 23 – JULY 8</b>	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- Discipline Incidents 2023-24</li> <li>- Restraint and Seclusion Incidents 2023-24</li> </ul>	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
<b>MAY 24 @ 11:59 PM</b>	DATA COLLECTION	Spring Collection Window Closes for: <ul style="list-style-type: none"> <li>- ESEA Title III: English Learners 2023-24</li> </ul>	Contact: <a href="#">Kim Miller</a> 971-239-9681
<b>MAY 27</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: <ul style="list-style-type: none"> <li>- Staff Assignment 2023-24</li> </ul>	Contact: <b><a href="#">Jon Wiens</a> 503-931-7682</b>
<b>MAY 27</b>	INFORMATIONAL	ODE is closed for the Memorial Day holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MAY 30</b> <b>@ 10:30 AM</b>	TRAINING	Webinar: Spring English Learners Collection 2023-24 - Critical Validation training	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>MAY 31</b>	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for remote administration tests completed April 1 - 12 available in Centralized Reporting System (CRS) pending comprehensive quality control	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.</li> </ul>
<b>MAY 31</b>	TEST ORDERING & REPORTING	ELPA Summative records from remote administration tests completed April 1 - 12 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control	<p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that each English Learner has a score posted for the ELPA Summative.</li> <li>- Supply accommodation or administration codes if necessary.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a posted record is not from a district student.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a student who completed the ELPA Summative does not have a score in the ARUA.</li> </ul>
<b>MAY 31</b>	TEST ORDERING & REPORTING	<p>Last date for changes to be included in the initial posting of accountability data validations:</p> <ul style="list-style-type: none"> <li>- Assessment test records</li> <li>- Third Period Cumulative ADM 2023-24</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Should have Third Period Cumulative ADM submitted (collection open April 25 to June 3; additional editing window open to all submitters will be June 6-14 to work on audits, and open by request only (email) from June 15 to August 23 allowed during accountability reporting validation period).</li> </ul> <p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that the demographic information on posted test records is correct, including program participation.</li> <li>- Correct error records.</li> <li>- Supply accommodation codes if necessary.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a posted record is not from a district student.</li> <li>- Apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MAY 31</b>	REPORT VALIDATION	Report Validation Window Closes for: - Institutions for Accountability Reports 2023-24	Contact: <a href="mailto:Amanda_Leopard@ode.state.or.us">Amanda Leopard</a> 503-508-6472
<b>MAY 31 @ 11:59 PM</b>	DATA COLLECTION	Collection Window Closes for: - Third Period Cumulative ADM 2023-24 (7/1 - 5/1)	<b>Data Submitter</b> Should have Third Period Cumulative ADM submitted (collection open April 25 to June 3; additional editing window open to all submitters will be June 6-14 to work on audits, and open by request only (email) from June 15 to August 23 allowed during accountability reporting validation period).
<b>MAY 31 @ 5 PM – JUNE 3</b>	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports temporarily closed for processing	<b>District Test Coordinator</b> - All 2023-24 test records will be unavailable for download or editing in the ARUA in order to generate non-participation (virtual) records. - 2023-24 Student Reports will also be unavailable during this time.

## JUNE 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>JUNE 4 BY 9 AM</b>	DATA VALIDATION	Assessment Record Updating Application (ARUA), Secure Assessment Reports reopen (with non-participation virtual records generated from Spring Membership)	<b>District Test Coordinator</b> 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.
<b>JUNE 6 @ 2 PM</b>	TRAINING	Webinar: Training for At-A-Glance Narrative Collection 2023-24	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 6 - 14	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Third Period Cumulative ADM 2023-24	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.
JUNE 6 - 21	DATA COLLECTION REVIEW	Last Collection Editing Window for: - ESEA Title III: English Learners 2023-24 - Critical Validation - English Learners/Third Period Cumulative ADM	<b>Data Submitter</b> - Review business rules and instructions prior to submission on the <a href="#">Title III: English Learners</a> page on the ODE District website or the <a href="#">English Learners Data Collections</a> 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 <a href="#">Title III English Learners Data Collections</a> webpage. - <b>Data will finalize for reporting immediately following the close of this collection.</b> - Contact: <a href="#">Kim Miller</a> 971-239-9681
JUNE 6 – AUGUST 23	REPORT VALIDATION	Report Validation Window (based on Third Period Cumulative ADM Collection) for: - Regular Attenders - Student Enrollment	<b>Data Submitter</b> - 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 <a href="#">Achievement Data Insight</a> application on the district secure website. - Compare EverEL and EL data in Student Enrollment as you verify your ESEA Title III: English Learners 2023-24 collection. You will not be able to change these EL data after the spring collection closes. - Contact your <a href="#">Regional ESD Partner</a> 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 <a href="#">Training</a> page on the ODE District website.
JUNE 7	TEST ORDERING & REPORTING	Scores available for Honoring High School Student Proficiency on ELPA Summative (fully scored test records from Batch 4)	<b>District Test Coordinator</b> - 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 such as Secure Assessment Reports.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 7 - 9	TEST ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, June 7 until 7 PM PT on Sunday, June 9.</li> </ul>
JUNE 7 @ 5 PM – JUNE 10	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports temporarily closed for processing	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- All 2023-24 test records will be unavailable for download or editing in the ARUA in order to generate non-participation (virtual) records.</li> <li>- 2023-24 Student Reports will also be unavailable during this time.</li> </ul>
JUNE 11 BY 9 AM	DATA VALIDATION	Assessment Record Updating Application (ARUA), Secure Assessment Reports reopen (with non-participation virtual records generated from Spring Membership)	<p><b>District Test Coordinator</b></p> <p>Review test records in the ARUA to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- 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.</li> <li>- Notify submitter of English Learners Collection if English Learners data on test records is incorrect.</li> </ul>
JUNE 13 – AUGUST 23	REPORT VALIDATION	<p>Assessment Report Validation Window for:</p> <ul style="list-style-type: none"> <li>- English Language Arts Student Performance</li> <li>- Mathematics Student Performance</li> <li>- Science Next Gen Student Performance</li> </ul>	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- To validate assessment participation, performance, and growth data, go to the <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JUNE 14	DATA COLLECTION AUDIT REVIEW	<p>Data Collection Audit Review Window Closes for:</p> <ul style="list-style-type: none"> <li>- Third Period Cumulative ADM 2023-24</li> </ul>	<p>Contact: <a href="#">Amanda Leopard</a> 503-508-6472</p>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>JUNE 14 @ 5 PM</b>	DATA COLLECTION	REMINDER: Last day for transmitting Oregon Extended Assessment results to BRT: <ul style="list-style-type: none"> <li>- English Language Arts and Mathematics (Grades 3 - 8 and High School)</li> <li>- Science (Grades 5, 8 and 11)</li> </ul>	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- Transmit results of Oregon Extended Assessments via <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.</li> </ul> <b>IMPORTANT:</b> <i>Extended Assessment results not transmitted by this date will be counted as non-participants in assessment and accountability reports.</i>
<b>JUNE 14 @ 11:59 PM</b>	TEST ADMINISTRATION	REMINDER: Last day of testing window for: <ul style="list-style-type: none"> <li>- English Language Arts and Mathematics (Grades 3 - 8 and High School)</li> <li>- Science (Grades 5, 8, and 11)</li> <li>- SEED Survey (all grades)</li> </ul>	
<b>JUNE 19</b>	INFORMATIONAL	ODE is closed for the Juneteenth holiday.	
<b>JUNE 20 @ 2 PM</b>	TRAINING	Webinar: School Accountability Details Reports 2023-24	To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
<b>JUNE 21</b>	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: <ul style="list-style-type: none"> <li>- ESEA Title III: English Learners 2023-24</li> <li>- Critical Validation - English Learners/Third Period Cumulative ADM</li> </ul>	<b>Data will finalize for reporting immediately following the close of this collection.</b>  Contact: <a href="#">Kim Miller</a> 971-239-9681
<b>JUNE 28</b>	TEST ORDERING & REPORTING	Test records from Oregon Extended Assessments available in Assessment Record Updating Application (ARUA) on the ODE district secure website	<b>District Test Coordinator</b> As test records are posted on the ODE district secure website: <ul style="list-style-type: none"> <li>- Verify that the demographic information on posted test records is correct, including program participation.</li> <li>- Correct error records.</li> <li>- Supply accommodation codes if necessary.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a posted record is not from a district student.</li> <li>- Apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 28	TEST ORDERING & REPORTING	Test records from Science Partial tests available in Assessment Record Updating Application (ARUA) on the ODE district secure website	<p><b><i>District Test Coordinator</i></b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that the demographic information on posted test records is correct, including program participation.</li> <li>- Correct error records.</li> <li>- Supply accommodation codes if necessary.</li> <li>- Notify <u>Regional ESD Partner</u> if a posted record is not from a district student.</li> <li>- Apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>
JUNE 28 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- Class Roster 2023-24</li> </ul>	Contact: <u>Ryan Clark</u> 971-208-0471

## JULY 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 5 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- Ninth Grade On-Track 2023-24</li> </ul>	Contact: <u>Ryan Clark</u> 971-208-0471
JULY 8 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- Discipline Incidents 2023-24</li> <li>- Restraint and Seclusion Incidents 2023-24</li> <li>- Seclusion Rooms 2023-24</li> </ul>	Contact: <u>Lisa Joy Bateman</u> 503-569-2951
JULY 11 @ 2 PM	TRAINING	Webinar: Training for Class Size Validation and Class Roster Audits 2023-24	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <u>Training</u> page on the ODE District website.</li> </ul>
JULY 11 - 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> <li>- Class Roster 2023-24</li> </ul>	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- The collection will be open during this period to allow districts to verify and correct their data submission.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 11 – AUGUST 23	REPORT VALIDATION	Report Validation Window for: - Ninth Grade On-Track 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- 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 <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> 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.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JULY 11 – SEPTEMBER 20	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Video training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JULY 12	TEST ORDERING & REPORTING	Test records from ELA and Math Partial tests available in Assessment Record Updating Application (ARUA) on the ODE district secure website	<p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that the demographic information on posted test records is correct, including program participation.</li> <li>- Correct error records.</li> <li>- Supply accommodation codes if necessary.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a posted record is not from a district student.</li> <li>- Apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>
JULY 15 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Annual Cumulative ADM 2023-24	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
JULY 18 - 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Annual Cumulative ADM 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- The collection will be open during this period to allow districts to verify and correct their data submission.</li> </ul> <p>(Collection will be reopened for all districts to review the Audits list July 18-26. After July 26, full collection available for editing by request only.)</p>
JULY 18 – AUGUST 23	REPORT VALIDATION	Report Validation Window for: - On Track to English Language Proficiency (ELP) 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- 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 <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> 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.</li> </ul>



DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>JULY 18 – SEPTEMBER 30</b>	REPORT VALIDATION	Report Validation Window for: - Preliminary School Accountability Details 2023-24	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 25 @ 2 PM</b>	TRAINING	Webinar: At-A-Glance School and District Profiles 2023-24	To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
<b>JULY 25 – AUGUST 23</b>	REPORT VALIDATION	Report Validation Window for: - Student Mobility 2023-24	<b>Data Submitter</b> - 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 <a href="#">Achievement Data Insight</a> application on the district secure website. - Contact your <a href="#">Regional ESD Partner</a> 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 <a href="#">Training</a> page on the ODE District website.
<b>JULY 25 – SEPTEMBER 20</b>	REPORT VALIDATION	Report Validation Window for: - Class Size 2023-24	<b>Data Submitter</b> - 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 <a href="#">Achievement Data Insight</a> application on the district secure website. - Contact your <a href="#">Regional ESD Partner</a> 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 <a href="#">Training</a> page on the ODE District website.
<b>JULY 25 – SEPTEMBER 30</b>	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School & District Profiles 2023-24	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 26</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2023-24	<b>Data Submitter</b> - The collection will be closed to audit reviews. (After July 26, full collection available for editing by request only.)
<b>JULY 26</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: Class Roster 2023-24	Contact: <a href="#">Ryan Clark</a> 971-208-0471

## AUGUST 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>AUGUST 1 – SEPTEMBER 6</b>	REPORT VALIDATION	Report Validation Window for: - Teacher Qualification 2023-24	<b>Data Submitter</b> - 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 <a href="#">Achievement Data Insight</a> 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.
<b>AUGUST 14 @ 5 PM</b>	ACCOUNTABILITY REPORTS	School and District Accountability Appeals Due to ODE	<b>Superintendent</b> - Request an appeal, if appropriate, using the appeal form available in the Accountability Appeals section of the <a href="#">At-A-Glance School and District Profiles</a> or <a href="#">Accountability Details</a> webpage.
<b>AUGUST 15 - 23</b>	REPORT VALIDATION	Report Validation Window for: - Secure Test Results for 2023-24 (to be released to the public and press release in September 2024)	<b>District Test Coordinator</b> If the district has made changes to assessment test records in Assessment Record Updating Application (ARUA) after July 26: - 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 <a href="#">Achievement Data Insight</a> 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.
<b>AUGUST 15 – SEPTEMBER 16</b>	DATA COLLECTION REVIEW	Data Collection Review Window for: - Discipline Incidents 2023-24 - Restraint and Seclusion Incidents 2023-24 - Seclusion Rooms 2023-24	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.
<b>AUGUST 15 – SEPTEMBER 16</b>	REPORT VALIDATION	Report Validation Window for: - Unsafe Schools (based on Discipline Incidents Collection) 2023-24	<b>Data Submitter</b> - 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 <a href="#">Achievement Data Insight</a> 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
<b>AUGUST 23</b>	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- Regular Attenders</li> <li>- Student Enrollment</li> <li>- Ninth Grade On-Track</li> <li>- Student Mobility</li> <li>- On Track to ELP</li> </ul>	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- 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 <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> 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.</li> </ul>
<b>AUGUST 23 @ 5 PM</b>	REPORT VALIDATION	Assessment Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- English Language Arts Student Performance</li> <li>- Mathematics Student Performance</li> <li>- Science Student Performance</li> </ul>	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- Validation windows close at 5 PM.</li> </ul>
<b>AUGUST 23</b>	DATA COLLECTION	Last date for changes to be included in final Accountability Details and Assessment Group Reports: <ul style="list-style-type: none"> <li>- 2023-24 Assessment test records</li> <li>- Third Period Cumulative ADM 2023-24</li> </ul>	
<b>AUGUST 23 @ 5 PM – AUGUST 26</b>	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports closed for final processing	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- All 2023-24 assessment records will be unavailable for download or editing.</li> <li>- 2023-24 Student Reports will also be unavailable during this time.</li> <li>- 2023-24 assessment records will remain READ-ONLY after August 23.</li> </ul>
<b>AUGUST 27 BY 9 AM</b>	INFORMATIONAL	ARUA, Secure Assessment Reports reopen (All subjects read-only for 2023-24)	
<b>AUGUST 29 – SEPTEMBER 6</b>	DATA COLLECTION REVIEW	Data Collection Review Window for: <ul style="list-style-type: none"> <li>- Ninth Grade On-Track 2023-24</li> </ul>	Contact: <a href="#">Ryan Clark</a> 971-208-0471

## SEPTEMBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>SEPTEMBER 2</b>	INFORMATIONAL	ODE is closed for the Labor Day holiday.	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 6	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Ninth Grade On-Track 2023-24	Contact: <a href="#">Ryan Clark</a> 971-208-0471
SEPTEMBER 6	REPORT VALIDATION	Report Validation Window Closes for: - Teacher Qualification 2023-24	Contact: <a href="#">Jon Wiens</a> 503-931-7682
SEPTEMBER 15	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2024-25 school year	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
SEPTEMBER 16	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Discipline Incidents 2023-24 - Restraint and Seclusion Incidents 2023-24 - Seclusion Rooms 2023-24	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
SEPTEMBER 16	REPORT VALIDATION	Report Validation Window Closes for: - Unsafe Schools (based on Discipline Incidents Collection) 2023-24	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
SEPTEMBER 20	DATA COLLECTION	Collection Window Closes for: - At-A-Glance Narrative 2023-24	Contact: <a href="#">Bianca Llamas</a> 971-208-0437
SEPTEMBER 20	REPORT VALIDATION	Report Validation Window Closes for: - Class Size 2023-24	Contact: <a href="#">Robin Stalcup</a> 971-208-0241
SEPTEMBER 20	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) 2023-24	Contact: <a href="#">Robin Stalcup</a> 971-208-0241
SEPTEMBER 30	REPORT VALIDATION	Report Validation Window Closes for: - Preliminary At-A-Glance School & District Profiles 2023-24 - Preliminary School Accountability Details 2023-24	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.

## OCTOBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 3	ACCOUNTABILITY REPORTS	Final 2023-24 At-A-Glance School & District Profiles and Accountability Details available for preview on district secure website	<b>Superintendent</b> - Prepare local press release, if necessary.
OCTOBER TBA	ACCOUNTABILITY REPORTS	Class Size report for 2023-24 posted on ODE public website	Download the Class Size report from the <a href="#">Class Size Report</a> webpage.
OCTOBER TBA	ACCOUNTABILITY REPORTS	Student Enrollment report for 2023-24 posted on ODE public website	Download the Student Enrollment report from the <a href="#">Student Enrollment Reports</a> webpage.
OCTOBER TBA	ACCOUNTABILITY REPORTS	Webinar on Release of School & District Profiles and Accountability Details	<b>Superintendent, Principals, Data Submitters</b> - 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 2023-24 At-A-Glance School & District Profiles and School Accountability Details	<b>Superintendent</b> - Prepare local press release, if necessary. <b>District Test Coordinator</b> - Download school and district reports for 2023-24 for distribution to parents prior to January 15, 2025. Go to the <a href="#">At-A-Glance School and District Profiles</a> webpage.

# 2023-2024 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS

Updated 7/28/2023

District Website: <https://odedistrict.oregon.gov/>

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

## Reporting of Statewide Assessment Results

<b>Test Type / Subject</b>	<b>Preliminary Student Scores</b> available in Centralized Reporting System	<b>Records available on ODE District website</b> for Downloading & Editing (ARUA)	<b>Downloading &amp; Reporting</b> (Accountability Warehouse Extract) <b>Individual Student Reports &amp; Class Rosters</b> (Secure Assessment Reports)
<b>Science</b> - including Braille	February 6, 2024 Within one business day of test completion	February 7, 2024 Within two business days of test completion	February 8, 2024 Within three business days of test completion
<b>English Language Arts, Mathematics</b>	High School – March 19, 2024 Grades 3-8 – April 16, 2024 Within ten business days of test completion	High School – March 19, 2024 Grades 3-8 – April 16, 2024 Within one business day of posting in CRS	High School – March 19, 2024 Grades 3-8 – April 16, 2024 Within one business day of posting in the ARUA
<b>Oregon Extended Assessments</b> (English Language Arts, Mathematics, Science)	N/A	June 28, 2024	June 28, 2024
<b>ELPA (English Language Proficiency Assessment) Summative</b> – including Remote administration <b>Alt ELPA</b>	March 12, 2024 April 3, 2024 May 7, 2024 May 31, 2024	March 12, 2024 April 3, 2024 May 7, 2024 May 31, 2024	March 12, 2024 April 3, 2024 May 7, 2024 May 31, 2024

<b>Preliminary or Final</b>	<b>Secure Test Results (ADI - AGR Summary tab)</b> available on <b>District website</b> (unsuppressed) <a href="https://district.ode.state.or.us/apps/AchvmntDataInsight/">https://district.ode.state.or.us/apps/AchvmntDataInsight/</a>	<b>Public Test Results</b> available on <b>ODE public website</b> (suppressed) <a href="https://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Results.aspx">https://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Results.aspx</a>
<b>Test Results - Preliminary</b> (Preview for districts only - unsuppressed)	August 15 - 23, 2024	
<b>Test Results - Final</b>	August 29, 2024	September TBA, 2024

# 2023-2024 REPORTING OF OREGON ASSESSMENT RESULTS

Updated 7/28/2023

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

<b>Event</b>	<b>Dates</b>
<b>Accountability Data Elements</b> - Validation available on <b>District secure website</b>	March 28 - September 20, 2024
<b>Preliminary reports available on District secure website for:</b> - School Accountability Details	July 18 – October 7, 2024
<b>Preliminary reports available on District secure website for:</b> - At-A-Glance School & District Profiles	July 25 – October 7, 2024
<b>LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in Final At-A-Glance Profiles and Accountability Detail reports</b>	August 23, 2024
<b>District Preview</b> <b>Final</b> School & District At-A-Glance Profiles and Accountability Detail reports available on <b>District secure website</b>	October 10, 2024
<b>Public Release</b> <b>Final</b> School & District At-A-Glance Profiles and Accountability Detail reports posted on <b>Oregon Department of Education public website</b>	October TBA, 2024

## Revision History:

Date	Description	Page(s)
9/28/2023	Revised: Dates for Report Validation Window for Teacher Qualification 2022-23 to August 17 to September 15, 2023	7, 9
9/28/2023	Revised: Date for 2022-23 Test Results available on ODE public website to September 21, 2023	10
9/28/2023	Revised: Date for Webinar on Release of Final At-A-Glance Profiles and Accountability Details to October 24, 2023	13
9/28/2023	Revised: Date for Public Release of Final At-A-Glance Profiles and Accountability Details to October 26, 2023	13
9/28/2023	Revised: Date for Class Size Report for 2022-23 posted on ODE public website to October 26, 2023	14
10/30/2023	Revised: Date for Student Enrollment Report for 2022-23 posted on ODE public website to October 26, 2023	14
10/30/2023	Revised: Links, date and times for Oregon Extended Assessment Qualified Trainer Training	16, 21
10/30/2023	Revised: Date for Collection Window Closes for Third Period Cumulative ADM 2023-24 to May 31, 2024	31, 35
12/8/2023	Revised: Contact for Instructional Unit Identifier (IUID) 23-24 to Robin Stalcup	3, 11, 44
12/8/2023	Revised: Contact for Staff Assignment Collection 23-24, Teacher Qualification Validation 23-24 to Jon Wiens	3, 9, 31, 33, 44
12/8/2023	Revised: Date for ARUA and AWE open for 2023-24 “banked” test records on the ODE District secure website to February 8, 2024	23
1/12/2024	Added: Dates for ordering, administering, and returning materials for the Oregon PreACT	9, 11, 29, 30
1/12/2024	Revised: Date for Fall Collection Window Closes for ESEA Title III: English Learners 2023-24 to December 8, 2023	17
1/12/2024	Revised: Date for Public Release of 2022-23 Dropout and Cohort Graduation Rate Reports to January 25, 2024	18, 20
3/8/2024	Revised: Date for Public Release of Fall Student Enrollment Report for 2023-24 to February 8, 2024	23
3/8/2024	Revised: Date for Report Validation Window Closes for Institutions for Accountability Reporting 2023-24 to May 31, 2024	29, 35
3/8/2024	Revised: Dates for Collection Window for Special Education At-A-Glance Narrative 2022-23 to March 21 - April 19, 2024	27, 30
3/8/2024	Revised: Dates for Report Validation Window for Special Education At-A-Glance Profiles 2022-23 to March 21 - April 19, 2024	27, 30
3/28/2024	Revised: Date for Collection Window Opens for Special Education At-A-Glance Narrative 2022-23 to March 28, 2024	27
3/28/2024	Revised: Date for Report Validation Window Opens for Special Education At-A-Glance Profiles 2022-23 to March 28, 2024	27
5/24/2024	Revised: Date for Collection Window Opens for Discipline Incidents and Restraint and Seclusion Incidents 2023-24 to May 23, 2024	33
5/24/2024	Revised: Date for Collection Window Closes for At-A-Glance Narrative 2023-24 to September 20, 2024	40, 44
7/12/2024	Revised: Date for Report Validation Window Opens for Class Size 2023-24 to July 25, 2024	41



Date	Description	Page(s)
7/12/2024	Revised: Date for Data Collection Audit Review Window Closes for Class Roster 2023-24 to July 26, 2024	39, 41