

NOTES FROM THE DIRECTORS

REPORT CARD RELEASE DATES

We have updated timelines! Please review and help communicate across your district about the important dates below. We'll begin posting report card resources in the coming week. Stay tuned for details on resources in next week's DAC Digest.

Monday, September 26: SECURE RELEASE

- Preliminary report cards will be released via SAFE.
- Preliminary report cards are EMBARGOED until the public release.
- Results should not be released in any way prior to the public release.
- The secure release allows schools/districts to review their report card data, plan their local media release, and initiate an inquiry process if needed.

Monday, September 26 - October 3: INQUIRY PROCESS

- This is an opportunity for schools/districts to report potential data issues to OEA.
- Note that this is a one week window, shorter than in prior years; please review your report cards as soon as possible after they are available in SAFE.
- Report cards are based upon certified Individual Student Enrollment System (ISES) data and Wisconsin Student Assessment System (WSAS) results, both of which have already been verified by districts. In the case of choice schools, the report cards are based on data in WISEdata, again already verified by the schools.
- If you want to initiate an inquiry, the first - critical - step is submitting the inquiry form. Forms will be available on report card website on September 26 and must be submitted by October 3rd.
- Do not send evidence with your inquiry form. You will receive a reply with instructions for sending evidence, if warranted.

Monday, October 31: PUBLIC RELEASE

- Final, public report cards will be released via the [DPI website](#).
- Final, secure report cards will replace preliminary versions in SAFE. The secure versions are never to be released publicly. Rather, they are to be used by educators to guide school and district improvement planning.

If you have any questions, feel free to contact us (oeamail@dpi.wi.gov) or your [Accountability Trainer](#).

~Laura

Laura Pinsonneault, Director - Office of Educational Accountability

OSA STAFF & CORRESPONDENCE CHANGE

We recently bid a fond farewell to Sumana Sengupta, our Office Associate, who has moved on to a financial specialist position with the Department of Administration. With her departure, we will be posting the position and looking for her replacement in the coming weeks. This has also led to a procedural change for us on the OSA team. While minor, we wanted to make you aware that, from this

point forward, email correspondence to our statewide DAC list from OSA will come to your inboxes from osamail@dpi.wi.gov, rather than from a specific individual on our team.

DATE CLARIFICATION

Thanks to those who noticed a typo in our OSA Office Hour Webinar dates. To clarify, the September webinar is scheduled for Thursday, September 29 (*not* 28). We look forward to “seeing” you then!

Date	Time	In addition to regular OSA updates and Q&A opportunity, the following topics will be highlighted:
Thursday, September 29	9:30 - 10:30	Orientation to DAC roles & responsibilities
Thursday, November 3		Data check-up/validation
Thursday, January 26		Test administration
Thursday, March 16		Test administration
Thursday, May 18		Data reporting

As always, if you ever require support or assistance from members of our team, we are happy to [connect with you via email or phone](#).

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **NEW - DRC Maintenance Outages**
 - DRC has notified us about two upcoming maintenance outages. These will affect all DRC systems, although they are scheduled to occur over the weekend to limit possible impacts to users as much as possible.
 - Friday, September 16 at 5PM to Sunday, September 18 at 11:59PM
 - Friday, September 30 at 5PM to Sunday, October 2 at 11:59PM
- **REMINDER - Sample Parent Letter and ISR Document**
 - Spanish and Hmong versions of the sample parent letter and ISR document are now available on the [Forward Exam Data and Results](#) web page.

ACT HIGH SCHOOL ASSESSMENTS

- **REMINDER** - The test windows for the Spring 2017 and 2018 ACT suite of assessments are available at the [DPI ACT calendar webpage](#).

ACT plus Writing

- **NEW** - Coming soon:
 - Instructions for designating your district's ACT test coordinators.
 - Welcome email and testing overview from ACT to test coordinators.

ACCESS for ELLs

- **REMINDER - WIDA AMS Availability**
 - WIDA AMS will be available for existing users on September 19
 - WIDA AMS will be available for new DACs on September 26
 - Ensure your DAC contact info is up-to date [here](#)
 - Log-in information will be emailed to the address on file on the above dates.
- **REMINDER - Districts may choose to upload Private School Rosters in October**
 - Districts with substantial numbers of Private School students taking ACCESS for ELLs may elect to upload PreID files October 4 - November 1.
 - These students will receive PreID labels to be placed on booklets to avoid bubbling in student information.
 - DPI will upload the statewide Public School roster on November 1.
- **REMINDER - WISEdata and ISES differences**
 - ISES automatically reclassified ELs who were in grades 4-12. WISEdata no longer does this.
 - District EL and SIS staff will need to ensure that students have the appropriate ELP code in the local SIS. Students in grades 4-12 who should be reclassified as Former ELs based on their 2015-16 ACCESS for ELLs score should have ELP code 6.
- **REMINDER - The 2016-17 ACCESS for ELLs calendar is located [here](#).**
- **REMINDER - Updated training materials for 2016-2017 are available on the [WIDA website](#).**
- **REMINDER - Webinar Dates available [here](#).**

Dynamic Learning Maps (DLM)

- **NEW - Individual Student Reports** will be available tomorrow morning in [Educator Portal](#). Reports are available only to those with the roles of District Superintendent, District Test Coordinator and Building Test Coordinator. Please download and share with teachers and parents. Please refer to the bottom of the [DLM Data and Results webpage](#) for two helpful resources related to the DLM ISRs:
 - [Sample parent letter and guide](#) to help others understand the report
 - A [one-page overview](#) of the ISR download process
- **REMINDER - DLM Required Test Administration Training** is now live in [Moodle](#). Both returning and new test administrators must complete the modules and open the certificate of completion prior to using the optional Instructional Tools Interface or the required Spring Assessment. More information about the required training can be found in the [Guide](#).
 - All educator portal 'teacher' accounts have current access to the trainings. DACs are now loaded as 'facilitators.' Additional 'facilitators' can be added by the test coordinator by locating the Facilitator Trainer Template available on the [DLM Webpage](#).
- **REMINDER - KITE® Client 3.0** (secure browser) is scheduled to release on September 16. All users must install the new KITE Client in order to deliver the DLM alternate assessment during the 2016-17 school year. The new software update covers all platforms and includes new Chrome and iPad apps. For more information on KITE Client, including status, system requirements, and installation instructions, click [here](#).

Assessment of Reading Readiness (formerly PALS)

- **REMINDER - 2016-17 Reading Readiness Assessment:**
 - DACs should notify their business offices to use “Source 630 Project 522” when purchasing the literacy screener required by Wis. Stats. 118.016.
 - Districts will be able to seek reimbursement for 2016-17 expenses in the spring 2017 semester. DPI will be creating a reimbursement request form for districts to submit their expenses.
 - More detailed information can be found at: [Reading Readiness Overview](#) and [Reading Readiness FAQ](#).

National Assessment of Educational Progress (NAEP) for select schools only

- **REMINDER** - Fall mailings went out to school principals **this** week.
 - Principals should designate a NAEP School Coordinator, and give the enclosed folder to that designee.
 - The folder contains information about registering for MyNAEP (www.mynaep.com), where most NAEP pre-assessment activities take place.
 - Please note the following deadlines, outlined in the mailing:
 - ASAP- Register for MyNAEP
 - October 15 - Complete the “Provide School Information” form on MyNAEP
 - October 31 - Submit student list via “e-file” on MyNAEP
 - **This week**, DACs will receive an email with district MyNAEP registration information to help monitor or provide assistance to schools.

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
September	Mid-Month: DLM Individual Student Reports available in Educator Portal	DLM
	19: WIDA AMS open for existing users	ACCESS
	26: New DACs added to WIDA AMS	ACCESS
	29: OSA Office Hours Webinar	General
October	4: Test material ordering window opens	ACCESS
	4: Pre-ID upload window for non-public schools opens	ACCESS
	15: NAEP schools register for MyNAEP and complete the “Provide School Information” form	NAEP
	31: NAEP schools submit student list via “e-filing” on MyNAEP	NAEP

Important Tasks to Remember	
<input type="checkbox"/> Distribute ISRs (parent letter/ISR overview available here)	Forward
<input type="checkbox"/> Note ACT, ASPIRE, and WorkKeys 2018 administration dates; communicate to relevant team members	ACT High School Assessments
<input type="checkbox"/> Print and distribute ACT WorkKeys NCRCs	

<input type="checkbox"/> Print and distribute ACT Aspire Individual Student Reports (ISRs)	
<input type="checkbox"/> Ensure user accounts are up-to-date on WIDA.us, WIDA-AMS.us websites <input type="checkbox"/> Note webinar dates; share with district staff who may be interested	ACCESS
<input type="checkbox"/> Update secure browser for DLM KITE Client <input type="checkbox"/> Add new users to Educator Portal <input type="checkbox"/> Encourage test administrators to complete the required test administrator training as early as possible <input type="checkbox"/> Print and Distribute DLM Individual Student Reports (ISRs)	DLM
<input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ	Reading Readiness
<input type="checkbox"/> Register for myNAEP	NAEP (selected schools only)
<input type="checkbox"/> LAST CALL!!! Update DAC contact information and DTC contact information and submit to OSA ASAP	General

Online Resource Highlights*

As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Contains	Assessment
DLM Data & Results resources	A sample parent letter for distribution with ISRs A one-page guide to downloading ISR reports	DLM
Spanish & Hmong Parent Letters	Spanish and Hmong versions of Parent Letters for distribution with ISRs	Forward
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	ACCESS
Spring 2017 and 2018 ACT and Workkeys Calendar	Provides 2017 and 2018 assessment window dates	ACT/WorkKeys