

NOTES FROM THE DIRECTORS

REPORT CARD UPDATE

As you know, preliminary report cards are now available in [SAFE](#), and we are in the midst of the report card inquiry process. School and district staff have until **Monday, October 3** to initiate an inquiry into the data used on their report card. To initiate an inquiry, complete the inquiry form on [OEA's report card page](#) and email it to the Office of Educational Accountability (oeamail@dpi.wi.gov). You do not need to send evidence with the inquiry form. Once you submit your form, you will receive a reply with instructions for sending evidence, if warranted. Inquiries are time intensive processes. OEA is committed to providing timely and helpful support for any schools or districts seeking an inquiry, but please note that the sooner we receive an inquiry form, the better.

There are a number of accountability [resources](#) that may be helpful as you work with your schools and district to understand your report cards. If you have any questions, feel free to contact us (oeamail@dpi.wi.gov) or your [Accountability Trainer](#). Looking ahead, please note that OEA will support your school/district's communication needs in preparation for the public release of the final report cards.

~Laura

Laura Pinsonneault, Director - Office of Educational Accountability

1.0 PERCENT PARTICIPATION CAP LETTER

Last week, a joint letter (see attached to today's DAC Digest email) was sent from the Office of Special Education and the Office of Student Assessment to all District Assessment Coordinators and Special Educator Directors. This letter was intended to inform all districts of pending legislation that may impact some districts based upon their assessment participation. Beginning in 2017-18 under the Every Student Succeeds Act (ESSA), the number of students who may take the alternate assessment is limited to no more than 1.0% of the total number of all students in the State who are assessed in a given subject (i.e., reading/language arts, mathematics, and science) at the state level. While districts may exceed the 1.0 percent cap, ESSA further requires that a school district exceeding the 1.0% cap in any subject must submit a justification to the Department and the Department must provide appropriate oversight to that district. The Wisconsin Department of Public Instruction will be providing additional guidance and professional development on these changes throughout the 2016-17 academic school year.

REMINDER - OSA OFFICE HOURS WEBINAR

Our first OSA Office Hours webinar in 2016-17 is tomorrow - Thursday, September 29 from 9:30 - 10:30. We'll provide some orientation to the DAC role and available resources, timely OSA updates, and answer your questions regarding statewide assessments. Access information for the webinar is as follows:

- From your computer, go to the [GlobalMeet login page](#).
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").

- Click “JOIN MEETING.”
- Connect audio. The preferred option is to “Call My Phone.” (*A supplemental calendar invite containing a one-page audio connection reference guide was emailed last week*)

If you are not able to join us, the recorded webinar will be available on our [website](#) within about a week.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **REMINDER - Forward Exam District Technology Coordinator (DTC) Training:** Please ensure this information is forwarded to your district's technology coordinators.
 - DTC training (see description at registration link below) is scheduled for **October 12** from **1:00pm - 3:00pm**. The event will be delivered online via a Skype Broadcast meeting. A Skype for Business account is not needed, and DRC will host a "test meeting" one week before the training meeting so connections can be tested before the training date. This event will be recorded and posted on the DPI website for those who cannot attend. [Please register here](#) prior to the meeting.
- **REMINDER - DRC Maintenance Outages**
 - DRC will have an upcoming maintenance outage that will affect all DRC systems. The outage is scheduled to occur over the weekend to limit possible impacts to users as much as possible.
 - Friday, September 30 at 5PM to Sunday, October 2 at 11:59PM

ACT HIGH SCHOOL ASSESSMENTS

ACT with writing and ACT WorkKeys

- **NEW - ACT Wisconsin Website Updates**
 - A welcome document including a list of changes for 2016-17, common terms used, and a testing process overview illustrating the milestone activities during a testing phase, is available on the ACT webpage: <http://www.act.org/stateanddistrict/wisconsin>
 - Additional 2016-2017 content will replace 2015-2016 content as it becomes available. Notifications of updates to the website will be included in the DAC Digest.
- **NEW - Accommodations**
 - The window for test coordinators to submit requests for ACT-approved accommodations in the Test Accessibility and Accommodations System (TAA) for the ACT statewide exam is November 7, 2016 – January 20, 2017.
- **NEW - Schedule of Events Coming Soon**
 - OSA is working with the ACT on the updated schedule of events including dates and deadlines for 2016-17. When finalized, it will be published to the DPI ACT website and distributed to the DACs and test coordinators on file.
- **REMINDER - Upcoming Communications from ACT**
 - In October, ACT will send a “Welcome to Your Testing Program” overview email to DACs and testing coordinators on file.

- During the second week of November, ACT will send an email to DACs and testing coordinators on file with instructions on how to manage and update testing coordinator contact information.
- **Note:** The October establishment process has been eliminated, so no action is required at this time.

ACT Aspire

- **NEW - Modified Test Times**
 - The test times for several Aspire test sections have changed. Please review the [ACT Aspire Test Times by Subject](#).
- **NEW - Schedule of Events Coming Soon**
 - OSA is working with ACT Aspire on the updated schedule of events and timeline/deadlines for 2016-17. When it is finalized, we will publish it to the DPI ACT website and distribute to the DACs and test coordinators on file.
- **NEW - Scheduled Maintenance to ACT Aspire Portal**
 - The ACT Aspire Portal and TestNav will be unavailable from 7:00pm CST on Friday, 9/30/16 through Sunday, 10/2/16 due to system maintenance that needs to be completed. These tools will be fully operational on Monday, 10/3/16.

ACCESS for ELLs

- **NEW - Material Ordering Window**
 - You must order ACCESS testing materials October 4 - November 1.
 - Online tests, full Paper Tests, and specialty (braille, e.g.) tests
 - Paper Writing domain Booklets
 - Students in grades 1-3 will have these automatically sent with an Online order.
 - Students in grades 4-12 default to keyboarding and will **not** have these automatically sent.
 - You have the option to order grade 4-12 paper Writing domain booklets during the Additional Materials window starting November 30th.
- **REMINDER - WIDA-AMS and WIDA.us Accounts**
 - If you need accounts on either website, contact jesse.roberts@dpi.wi.gov to ensure that your accounts are activated.
 - Please set up accounts for others in your district who need them.
- **REMINDER - Your SIS should push data to WISEdata in October for Rosters**
 - District EL and SIS staff will need to ensure that students have the appropriate ELP code in the local SIS.
 - DPI will pull Public School rosters from WISEdata in late October.
 - Districts without a certified SIS vendor may need to take extra steps to ensure Public School rosters are created. Details will be released in mid-October.
- **REMINDER - Districts may choose to upload Private School Rosters in October**
 - Districts who upload Private School PreID files by November 1 will receive PreID labels to be placed on booklets.
- **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** - The ***bundled*** version of DLM ISRs in [Educator Portal](#) is now functioning correctly. The bundled version of the ISRs allows districts to print multiple student reports at the school-level at one time. All reports (individual and bundled) 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. Refer to the bottom of the [DLM Data and Results webpage](#) for helpful resources related to the DLM ISRs.
- **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](#).

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 -**
 - Please note the following deadlines for NAEP schools:
 - ASAP- Register for MyNAEP
 - October 15 - Complete the "Provide School Information" form on MyNAEP
 - October 31 - Submit student list via "e-file" on MyNAEP
 - DACs (in districts with schools selected for NAEP) should have received an email with district MyNAEP registration information to help monitor or provide assistance to schools.
 - Note that this registration ID is for a *district* view only; if the DAC will also serve as the designated NAEP School Coordinator, please use the *school* registration ID that was mailed in the packet, which will allow for full access to all content on MyNAEP. Contact Angela (angela.dugas@dpi.wi.gov) with any questions.
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DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
September	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
	12: Forward Exam District Technology Coordinator Training (online)	Forward
	15: NAEP schools register for MyNAEP and complete the "Provide School Information" form	NAEP
	24: Ensure SIS is up-to-date, synching with WISEdata	ACCESS
	3-31: NAEP schools submit student list via "e-filing" on MyNAEP	NAEP
November	1: Last day for Ordering, Private School Pre-ID file upload	ACCESS
	3: OSA Office Hours Webinar	General
	7 - January 20: Test Coordinators may submit requests for ACT-approved accommodations in the TAA	ACT

Important Tasks to Remember	
<ul style="list-style-type: none"> <input type="checkbox"/> Distribute ISRs (parent letter/ISR overview available here) <input type="checkbox"/> Register for the District Technology Coordinator Training (online) 	Forward
<ul style="list-style-type: none"> <input type="checkbox"/> Note ACT, ASPIRE, and WorkKeys 2018 administration dates; communicate to relevant team members <input type="checkbox"/> Print and distribute ACT WorkKeys NCRCs <input type="checkbox"/> Print and distribute ACT Aspire Individual Student Reports (ISRs) 	ACT High School Assessments
<ul style="list-style-type: none"> <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 <input type="checkbox"/> Order Test Materials: Online, Paper, Specialty tests <input type="checkbox"/> Upload Private School Pre-ID file if necessary 	ACCESS
<ul style="list-style-type: none"> <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
<ul style="list-style-type: none"> <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
<ul style="list-style-type: none"> <input type="checkbox"/> Register for myNAEP and monitor/support your schools as they complete NAEP pre-assessment tasks 	NAEP (selected schools only)

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
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA
EE Resources	Video and resources to support understanding and explaining of WI's EE System	EE
DLM Data & Results resources	A sample parent letter for distribution with ISRs A one-page guide to downloading ISR reports	DLM
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