Dear PASA Assessment Coordinator,

The Bureau of Special Education (BSE) in coordination with the PA Training and Technical Assistance Network (PaTTAN) continues to provide regular updates to all PASA Assessment Coordinators (ACs) as our educational system transitions to a new assessment and online system. The PASA DLM public website went live on September 10th. Beginning on September 24th, the PASA DLM *secure* website became available to PASA ACs. The secure PASA DLM site is referred to as the Kite Educator Portal. Log in is located in the footer of the PASA DLM Pennsylvania home page under 'ACCESS'. Details for getting started are immediately below. Additional alternate assessment information is also provided.

GETTING STARTED

- All current PASA ACs from the PASA Digital system were sent an activation email on September 24th. The activation email originated from KITE-support@ku.edu. This link activates access to the Educator Portal account where PASA ACs complete alternate assessment tasks. Tasks include completing a 'user upload template', 'student enrollment template', and rostering students to the correct subject area assessment. PASA ACs are strongly encouraged not to download templates and begin uploads until further state specific instructions are provided. This information will be available within the week. Important 'Getting Started' details:
    - The email/activation link expires after 20 days.
    - If the activation email was not received, check the 'spam' or 'junk folder'.
    - Consider contacting technology staff if the activation email is not in the 'spam' or 'junk folder'. Technology staff can typically assist with ensuring the Kite email address is 'whitelisted', so that it can get through the school's firewall.
    - This information is available in the DLM Data Management Manual , on page 51, which also includes information on having the activation email resent if the user did not respond in the 20 days.

GETTING STARTED - *CONTINUED*

- PASA ACs are encouraged to explore the site and become familiar with the manuals available under 'Manuals and Blueprints'. Consider first reviewing the DLM Assessment Coordinator Manual
- Also, visit District Staff Training Resources from the drop down menu. From there, PASA ACs will find brief videos, referred to as 'helplets' to explain and demonstrate basic assessment system procedures.

IMPORTANT DATES AND TRAINING

- See PASA Training and Important Dates on the Bureau of Special Education's website.
- NOW AVAILABLE: Annual PASA Getting Ready Training 2020-2021 has been recorded and is now available. This training is intended for Special Education Administrators and PASA ACs. It provides updates on alternate assessment updates, training requirements, new test administration procedures, and participation and policy requirements.
- REMEMBER: PASA ACs and Assessors must register for all required Getting to Know DLM Trainings through the PaTTAN Training Calendar . Participants must complete the survey at the conclusion of module 2 within each training.
- Trainings will be available on the DLM PA home page under 'Supplemental Resources'.
  - Getting to Know DLM Training for PASA Assessment Coordinators
    - This training designed for assessment coordinators consists of two modules. Each module is approximately one hour long.
  - Getting to Know DLM Training for Assessors
    - This training designed for teachers administering the test consists of two modules. Each module is approximately one hour long.

- **NEW**: The PASA DLM is an adaptive assessment and is intended to be administered online for all students.
- **NEW:** Braille and Alternate For-Visual Impairment assessment forms are available. For more information on this see pp. 20-21 of the DLM Accessibility Manual.

FREQUENTLY ASKED QUESTIONS

1. **How do I change the PASA AC (also referred to as the district test coordinator in the DLM system)?**

   You must contact the BSE at alternateassessment@pattan.net and provide the school district/charter school/service provider name, name of the PASA AC, role of the person in the school setting (e.g., district administrator, assistant, etc.) and email address.

2. **Who do I contact when I have questions?**

TOPIC	NAME	CONTACT INFORMATION
Educator Portal system questions	DLM Service Desk	DLM-support@ku.edu
Training requirements, registration, Act 48 credit	Ron Logan, PaTTAN East Consultant	rlogan@pattan.net
Assessment design, participation, IEP questions, etc.	Lisa Hampe, BSE Adviser,	lihampe@pa.gov
	Lynda Lupp, PaTTAN Statewide Special Education Assessment Coordinator	llupp@pattan.net
General alternate assessment questions	PaTTAN DLM Core Team • Ron Logan, East • Tara Russo, Central • Kaylee Wynkoop, West	• rlogan@pattan.net • trusso@pattan.net • kwynkoop@pattan.net