

PA Guidelines for Uploading Enrollment Templates in DLM

Purpose:

This instructional guide offers Pennsylvania-specific guidance for uploading student enrollment data into the DLM system. Instructions should be reviewed prior to entering student enrollment data into Educator Portal on the DLM website.

Audience:

- Assessment Coordinators/District Test Coordinators
- Building Test Coordinators
- Data management personnel

Timeline:

- Test coordinators should take part in the following recorded trainings prior to engaging in data management tasks:
 - PASA Getting Ready
 - Getting To Know DLM for Assessment Coordinator Modules 1 and 2
- The enrollment window is open from 10/19/20 through 12/11/20.

Additional Information:

Click [PaTTAN PASA webpage](#) for general information and correspondence regarding the new PASA DLM Assessment.

Questions:

Contact alternateassessment@pattan.net with any questions concerning these instructions.

Introduction

Activating users and enrolling students

The DLM process for enrolling students differs from the former PASA Digital procedures. While data will not transfer directly from the old system to the new system, tools have been created to help facilitate the transition.

In general, Test Coordinators will be responsible for uploading and managing 3 different kinds of files **referred to as 'upload templates'** within the DLM Kite Educator Portal:

- 1) *User upload template*
- 2) *Enrollment upload template*
- 3) *Roster upload template*

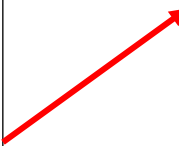
The upload templates must be uploaded in order. The following slides explain how to create and upload **2) Enrollment upload template**

Note: If you have not yet completed step 1) User upload template, please go to [Simple User Upload Guidance at PaTTAN PASA](#) for detailed instructions.

New this year:

- PASA student enrollment data will be extracted directly from PIMS.
- A new COGNOS report extracts data that can be uploaded using the DLM Enrollment upload template process.
- The COGNOS report provides most (but not all) of the required variables.
- Students MUST be entered into PIMS in Field 212 as A – PASA, no PSSA precode label in order to appear in the COGNOS report.

Step 1) Download the PASA DLM Enrollment Report. PIMS Coordinators received this email message describing the location of the report. Be sure the report is downloaded and saved as a CSV file.



NEW! Cognos Report for Enrolling Special Education Students into the PA Alternate System of Assessment

The Bureau of Special Education (BSE) has collaborated with the PDE PIMS Team in the development of a new Cognos Report. The purpose of this report is to assist Directors of Special Education and/or PASA Assessment Coordinators (ACs) in completion of the enrollment process for students with the most significant cognitive disabilities (i.e. students with an IEP) into the PA *Alternate* System of Assessment (PASA). It is highly recommended that PIMS Coordinators discuss the availability of this new Cognos Report with their Director of Special Education and/or PASA ACs. It will be important for PASA ACs to assist PIMS Coordinators by identifying PASA eligible students, so that students are properly coded in PIMS.

The BSE will also inform PASA ACs that this report is available. Using this report allows PASA ACs to provide PASA student enrollment information that is aligned to PIMS, improves accountability reporting, and is more efficient. The BSE will explain the PASA ACs responsibility to work with their PIMS Coordinators to provide PASA eligible student level information, obtain this report, and use it per the PASA enrollment guidance provided for template uploads in the DLM KITE Educator Portal.

Below are the steps for PIMS Coordinators to obtain the Cognos report:

1. PASA enrollment will be driven by Field 212: PSSA / PASA Assessment. This report is based on data submitted through PIMS via the C1 OCT Student 2020-21 collection. PIMS Coordinators must enter the following code in PIMS to ensure that students taking PASA are properly identified and can be enrolled appropriately via the PASA enrollment system/ DLM KITE Educator Portal:

A – PASA, no PSSA precode label

**PASA enrollment begins on October 19, 2020 and is open through December 11, 2020. It is imperative that accurate data be entered into PIMS prior to that date.*

2. Follow the path to Production/Special Education/PASA DLM Enrollment Report.
3. Download and save the file as a CSV.

Questions regarding use of this Cognos report should be directed to Dan Ficca at c-dficca@pa.gov . Questions regarding enrollment in the PASA enrollment system/Kite Educator Portal should be directed to alternateassessment@pattan.net .

Accountab	Accountab	Attendanc	Student_L	Student_L	Student_L	Generatio	Gender	Date_of_Birth	Current_G	Local_Stud	State_Stud	Current_Sc	Attendanc	School_Entry_Date
1.27E+08		1.27E+08	Brown	Louis			1	07/28/2008	6	10100687	1.41E+09	2021		08/26/2019
1.27E+08		1.27E+08	Cramer	Dylan	Christopher		1	01/09/2009	5	10114792	2.09E+09	2021		08/26/2019
1.27E+08		1.27E+08	Denardo	James			0	09/24/2007	6	10099846	1.5E+09	2021		08/26/2019
1.27E+08		1.27E+08	Johnson	Isaac			1	08/10/2008	6	10112943	2.96E+09	2021		08/26/2019
1.27E+08		1.27E+08	James	Kaylea			0	05/13/2008	6	10100204	9.16E+09	2021		01/30/2017
1.27E+08		1.27E+08	Jacobs	Ryan			1	12/19/2002	11	10090322	2.41E+09	2021		12/12/2017
1.27E+08		1.27E+08	Weber	Sophia	Mae		0	12/18/2008	5	10102205	9.38E+09	2021		08/31/2015
1.27E+08		1.27E+08	Reynolds	Ariel			0	06/15/2009	5	10102480	2.23E+09	2021		01/04/2016
1.27E+08		1.27E+08	Staley	Brett			1	08/23/2009	5	10102210	1.98E+09	2021		08/25/2014
1.27E+08		1.27E+08	Mishnus	Samuel			1	01/03/2011	3	10106890	5.2E+09	2021		08/26/2019

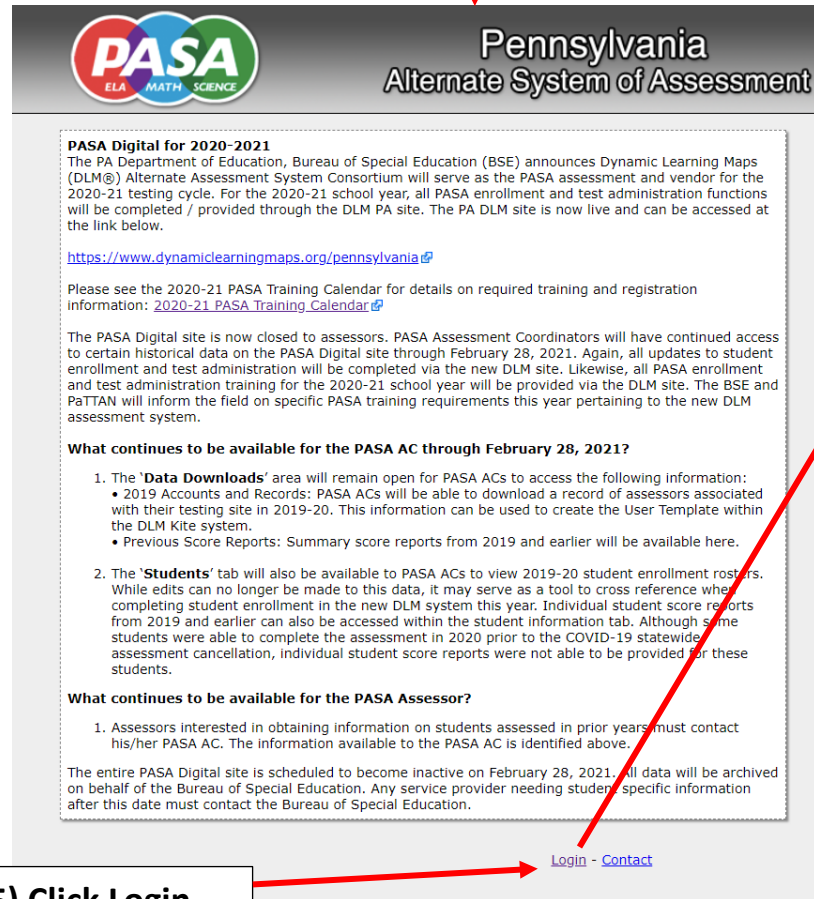
Step 2) The downloaded file will show all students who are entered into PIMS Field 212: PSSA / PASA Assessment as A – PASA, no PSSA precode label. Save this file as a CSV (comma-delimited) on your computer. Expand the columns out to see the full names and all of the data.

Note: When saving the file as a CSV, Excel may warn about data loss. There will be no data loss with this file. Close any warning messages and proceed.

Accountability_District_Identifier	Accountability_School_Identifier	Attendance_District_Identifier	Student_Legal_Last_Name	Student_Legal_First_Name	Student_Legal_Middle_Name	Generation_Code	Gender
127040503		127040503	Brown	Louis			1
127040503		127040503	Cramer	Dylan	Christopher		1
127040503		127040503	Denardo	James			0
127040503		127040503	Johnson	Isaac			1
127040503		127040503	James	Kaylea			0
127040503		127040503	Jacobs	Ryan			1
127040503		127040503	Weber	Sophia	Mae		0
127040503		127040503	Reynolds	Ariel			0
127040503		127040503	Staley	Brett			1
127040503		127040503	Mishnus	Samuel			1

Step 3) Verify that students scheduled to take PASA in 20-21 are all listed in the file using the former www.pasadigital.com site and another independent list of students eligible to take the PASA. Instructions for accessing students who were scheduled to take PASA last year appear on pages 5-7 of this document.

Step 4) To access the list of students who were scheduled to take PASA last year, go to www.pasadigital.com. This is the former PASA login page.



PASA Digital for 2020-2021
The PA Department of Education, Bureau of Special Education (BSE) announces Dynamic Learning Maps (DLM®) Alternate Assessment System Consortium will serve as the PASA assessment and vendor for the 2020-21 testing cycle. For the 2020-21 school year, all PASA enrollment and test administration functions will be completed / provided through the DLM PA site. The PA DLM site is now live and can be accessed at the link below.
<https://www.dynamiclearningmaps.org/pennsylvania>

Please see the 2020-21 PASA Training Calendar for details on required training and registration information: [2020-21 PASA Training Calendar](#)

The PASA Digital site is now closed to assessors. PASA Assessment Coordinators will have continued access to certain historical data on the PASA Digital site through February 28, 2021. Again, all updates to student enrollment and test administration will be completed via the new DLM site. Likewise, all PASA enrollment and test administration training for the 2020-21 school year will be provided via the DLM site. The BSE and PaTTAN will inform the field on specific PASA training requirements this year pertaining to the new DLM assessment system.

What continues to be available for the PASA AC through February 28, 2021?

- The **'Data Downloads'** area will remain open for PASA ACs to access the following information:
 - 2019 Accounts and Records: PASA ACs will be able to download a record of assessors associated with their testing site in 2019-20. This information can be used to create the User Template within the DLM Kite system.
 - Previous Score Reports: Summary score reports from 2019 and earlier will be available here.
- The **'Students'** tab will also be available to PASA ACs to view 2019-20 student enrollment rosters. While edits can no longer be made to this data, it may serve as a tool to cross reference when completing student enrollment in the new DLM system this year. Individual student score reports from 2019 and earlier can also be accessed within the student information tab. Although some students were able to complete the assessment in 2020 prior to the COVID-19 statewide assessment cancellation, individual student score reports were not able to be provided for these students.

What continues to be available for the PASA Assessor?

- Assessors interested in obtaining information on students assessed in prior years must contact his/her PASA AC. The information available to the PASA AC is identified above.

The entire PASA Digital site is scheduled to become inactive on February 28, 2021. All data will be archived on behalf of the Bureau of Special Education. Any service provider needing student specific information after this date must contact the Bureau of Special Education.

[Login - Contact](#)

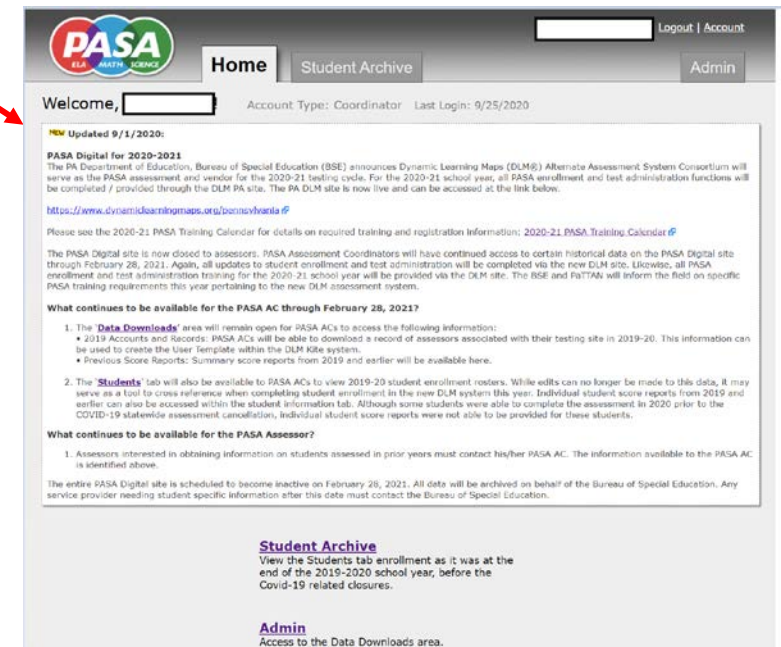
Step 5) Click Login.

Step 6) Login to the former PASA digital website using last year's credentials. New ACs must follow the instructions that were emailed previously from alternateassessment@pattan.net.



Note: For login issues, contact alternateassessment@pattan.net.

The Secure AC side of the website provides historical information such as previous student score reports and historical data that can be used to aid in transitioning information into the DLM system.



Welcome, [Name] Account Type: Coordinator Last Login: 9/25/2020

New Updated 9/1/2020:
PASA Digital for 2020-2021
The PA Department of Education, Bureau of Special Education (BSE) announces Dynamic Learning Maps (DLM®) Alternate Assessment System Consortium will serve as the PASA assessment and vendor for the 2020-21 testing cycle. For the 2020-21 school year, all PASA enrollment and test administration functions will be completed / provided through the DLM PA site. The PA DLM site is now live and can be accessed at the link below.
<https://www.dynamiclearningmaps.org/pennsylvania>

Please see the 2020-21 PASA Training Calendar for details on required training and registration information: [2020-21 PASA Training Calendar](#)

The PASA Digital site is now closed to assessors. PASA Assessment Coordinators will have continued access to certain historical data on the PASA Digital site through February 28, 2021. Again, all updates to student enrollment and test administration will be completed via the new DLM site. Likewise, all PASA enrollment and test administration training for the 2020-21 school year will be provided via the DLM site. The BSE and PaTTAN will inform the field on specific PASA training requirements this year pertaining to the new DLM assessment system.

What continues to be available for the PASA AC through February 28, 2021?

- The **'Data Downloads'** area will remain open for PASA ACs to access the following information:
 - 2019 Accounts and Records: PASA ACs will be able to download a record of assessors associated with their testing site in 2019-20. This information can be used to create the User Template within the DLM Kite system.
 - Previous Score Reports: Summary score reports from 2019 and earlier will be available here.
- The **'Students'** tab will also be available to PASA ACs to view 2019-20 student enrollment rosters. While edits can no longer be made to this data, it may serve as a tool to cross reference when completing student enrollment in the new DLM system this year. Individual student score reports from 2019 and earlier can also be accessed within the student information tab. Although some students were able to complete the assessment in 2020 prior to the COVID-19 statewide assessment cancellation, individual student score reports were not able to be provided for these students.

What continues to be available for the PASA Assessor?

- Assessors interested in obtaining information on students assessed in prior years must contact his/her PASA AC. The information available to the PASA AC is identified above.

The entire PASA Digital site is scheduled to become inactive on February 28, 2021. All data will be archived on behalf of the Bureau of Special Education. Any service provider needing student specific information after this date must contact the Bureau of Special Education.

Student Archive
View the Students tab enrollment as it was at the end of the 2019-2020 school year, before the Covid-19 related closures.

Admin
Access to the Data Downloads area.

[Home](#)[Student Archive](#)[Admin](#)

Welcome, [User Name]

Account Type: Coordinator Last Login: 9/25/2020

NEW Updated 9/1/2020:**PASA Digital for 2020-2021**

The PA Department of Education, Bureau of Special Education (BSE) announces Dynamic Learning Maps (DLM®) Alternate Assessment System Consortium will serve as the PASA assessment and vendor for the 2020-21 testing cycle. For the 2020-21 school year, all PASA enrollment and test administration functions will be completed / provided through the DLM PA site. The PA DLM site is now live and can be accessed at the link below.

<https://www.dynamiclearningmaps.org/pennsylvania>

Please see the 2020-21 PASA Training Calendar for details on required training and registration information: [2020-21 PASA Training Calendar](#)

The PASA Digital site is now closed to assessors. PASA Assessment Coordinators will have continued access to certain historical data on the PASA Digital site through February 28, 2021. Again, all updates to student enrollment and test administration will be completed via the new DLM site. Likewise, all PASA enrollment and test administration training for the 2020-21 school year will be provided via the DLM site. The BSE and PaTTAN will inform the field on specific PASA training requirements this year pertaining to the new DLM assessment system.

What continues to be available for the PASA AC through February 28, 2021?

1. The **'Data Downloads'** area will remain open for PASA ACs to access the following information:

- 2019 Accounts and Records: PASA ACs will be able to download a record of assessors associated with their testing site in 2019-20. This information can be used to create the User Template within the DLM Kite system.
- Previous Score Reports: Summary score reports from 2019 and earlier will be available here.

2. The **'Students'** tab will also be available to PASA ACs to view 2019-20 student enrollment rosters. While edits can no longer be made to this data, it may serve as a tool to cross reference when completing student enrollment in the new DLM system this year. Individual student score reports from 2019 and earlier can also be accessed within the student information tab. Although some students were able to complete the assessment in 2020 prior to the COVID-19 statewide assessment cancellation, individual student score reports were not able to be provided for these students.

What continues to be available for the PASA Assessor?

1. Assessors interested in obtaining information on students assessed in prior years must contact his/her PASA AC. The information available to the PASA AC is identified above.

The entire PASA Digital site is scheduled to become inactive on February 28, 2021. All data will be archived on behalf of the Bureau of Special Education. Any service provider needing student specific information after this date must contact the Bureau of Special Education.

[Student Archive](#)

View the Students tab enrollment as it was at the end of the 2019-2020 school year, before the Covid-19 related closures.

[Admin](#)

Access to the Data Downloads area.

Step 7) Click on 'Student Archive' at the top tab or at the link at the bottom of the page.

[Home](#)[Student Archive](#)[Admin](#)**Student Archive from 2019-2020**


NEW The student roster below reflects the enrollment for your district as it was in March of 2020, right before the Covid-19 school closures. Please note that the below roster is in **Read-Only Mode**, meaning that you can not save any changes made to it. All changes for the new school year should be made on the new DLM website.

PASA ID	Last Name	First Name	Grade	Assessor	Test Tiers			Verified		Enrolled	Reports
					ELA	Mth	Sci	Assessor	Coordinator		
123505	Brown	Louis	5	Lisa Jones	1	1		✓	✓	11/13/2019	2019 2018 2017
859005	Cramer	Dylan	4	Kathy Casey	1	1	2	✓	✓	11/13/2019	2019 2018 2017
135015	Denardo	James	5	Lisa Jones	2	2		✓	✓	11/13/2019	2019 2018 2017
923465	Johnson	Isaac	5	Lisa Jones	1	1		✓	✓	11/13/2019	2019 2018 2017
812565	James	Kaylea	5	Lisa Jones	1	1		✓	✓	11/13/2019	2019 2018 2017
432511	Bloomberg	Angela	11	John Smith	1	1	1	✓	✓	11/13/2019	2019 2018 2017
822259	Weber	Sophia	4	Kathy Casey	1	1	1	✓	✓	11/13/2019	2019 2018 2017
276139	Reynolds	Ariel	4	Kathy Casey	2	2	2	✓	✓	11/13/2019	2019 2018 2017
652305	Staley	Brett	4	Kathy Casey	1	1	1	✓	✓	11/13/2019	2019 2018 2017

The banner message serves as a reminder that this is a list of last year's scheduled PASA test takers. This list cannot be edited or downloaded.

Step 8) Compare the lists of students to ensure that students expected to take PASA appear on the COGNOS report.

PASA Digital Archive: Students registered to take PASA in 2019-20

<div>  <div> Home Student Archive Admin </div> </div>											
Student Archive from 2019-2020											
<p>NEW The student roster below reflects the enrollment for your district as it was in March of 2020, right before the Covid-19 school closures. Please note that the below roster is in Read-Only Mode, meaning that you can not save any changes made to it. All changes for the new school year should be made on the new DLM website.</p>											
PASA ID	Last Name	First Name	Grade	Assessor	Test Tiers			Verified	Enrolled	Reports	
					ELA	Mth	Sci	Assessor Coordinator			
123505	Brown	Louis	5 ★	Lisa Jones	1	1		✓	✓	11/13/2019	2019 2018 2017
859005	Cramer	Dylan	4 ★	Kathy Casey	1	1	2	✓	✓	11/13/2019	2019 2018 2017
135015	Denardo	James	5 ★	Lisa Jones	2	2		✓	✓	11/13/2019	2019 2018 2017
923465	Johnson	Isaac	5 ★	Lisa Jones	1	1		✓	✓	11/13/2019	2019 2018 2017
812565	James	Kaylea	5 ★	Lisa Jones	1	1		✓	✓	11/13/2019	2019 2018 2017
432511	Bloomberg	Angela	11 🟩	John Smith	1	1	1	✓	✓	11/13/2019	2019 2018 2017
822259	Weber	Sophia	4 ★	Kathy Casey	1	1	1	✓	✓	11/13/2019	2019 2018 2017
276139	Reynolds	Ariel	4 ★	Kathy Casey	2	2	2	✓	✓	11/13/2019	2019 2018 2017
652305	Staley	Brett	4 ★	Kathy Casey	1	1	1	✓	✓	11/13/2019	2019 2018 2017

COGNOS Report: Students coded as taking PASA in PIMS in 2020-21

Accountab	Accountability_	Attendance	Student_L	Student_Leg	Student_L	Generator	Gender	STUDENT_	Current_Gra
1.27E+08		1.27E+08	Brown	Louis			1	#####	6 ★
1.27E+08		1.27E+08	Cramer	Dylan	Christopher		1	#####	5 ★
1.27E+08		1.27E+08	Denardo	James			0	#####	6 ★
1.27E+08		1.27E+08	Johnson	Isaac			1	#####	6 ★
1.27E+08		1.27E+08	James	Kaylea			0	#####	6 ★
1.27E+08		1.27E+08	Jacobs	Ryan			1	#####	11 🟩
1.27E+08		1.27E+08	Weber	Sophia	Mae		0	#####	5 ★
1.27E+08		1.27E+08	Reynolds	Ariel			0	#####	5 ★
1.27E+08		1.27E+08	Staley	Brett			1	#####	5 ★
1.27E+08		1.27E+08	Mishnus	Samuel			1	#####	3 🟩

Note that students who were in grades 4 and 5 last year are on the COGNOS report in grades 5 and 6. ★

In this example, all students who were registered last year who are scheduled for testing this year and who are still eligible for PASA appear on both lists as expected.

The student who was in grade 11 last year is not on the COGNOS report because she is now in 12th grade, which is not a tested PASA grade. 🟩

Students in grades 3 and 11 who are eligible for PASA this year appear on the COGNOS report but not on the PASA Digital Archive, as they were not in PASA tested grades in 2019-20. 🟩

Note: If there is a discrepancy between the students expected on the COGNOS report and those who appear on the report, have the PIMS coordinator edit PIMS Field 212: PSSA / PASA Assessment to A – PASA, no PSSA precode label and re-run the COGNOS report.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Accountab	Accounta	Attendance	Student_L	Student_Leg	Student_L	Generati	Gender	Date_of_Birt	Current_G	Local_Stud	State	Current	Attendance_School_Program_Identifier
1.27E+08		1.27E+08	Brown	Louis				1 07/28/2008	6	10100687	###	2021	
1.27E+08		1.27E+08	Cramer	Dylan	Christopher			1 01/09/2009	5	10114792	###	2021	
1.27E+08		1.27E+08	Denardo	James				0 09/24/2007	6	10099846	###	2021	
1.27E+08		1.27E+08	Johnson	Isaac				1 08/10/2008	6	10112943	###	2021	
1.27E+08		1.27E+08	James	Kaylea				0 05/13/2008	6	10100204	###	2021	
1.27E+08		1.27E+08	Jacobs	Ryan				1 12/19/2002	11	10090322	###	2021	
1.27E+08		1.27E+08	Weber	Sophia	Mae			0 12/18/2008	5	10102205	###	2021	
1.27E+08		1.27E+08	Reynolds	Ariel				0 06/15/2009	5	10102480	###	2021	
1.27E+08		1.27E+08	Staley	Brett				1 08/23/2009	5	10102210	###	2021	
1.27E+08		1.27E+08	Mishnus	Samuel				1 01/03/2011	3	10106890	###	2021	

Step 9) Fill in Column N 'Attendance_School_Program_Identifier' in the downloaded Cognos report using the State Organizational Table PA. (See below).

Note: All required variables except for 'Attendance_School_Program_Identifier' are completed in the pre-populated Cognos report and are in the format required by DLM. No additional data needs to be entered.

Go to the home page for DLM in Pennsylvania
<https://dynamiclearningmaps.org/pennsylvania> . No login is needed.

Click on 'Templates'.

Click on 'State Organization Table PA'.

Step 10) Find the school(s) within your LEA/Service Provider in the 'State Organizational Table PA'. Be sure to identify the school that is the service provider rather than the school of residence, if the two differ.

School Name:	School Number:	District Name:	District Number:
Not used in data upload. Name of the school. Associated with the number in column B.	Matches <i>Organization</i> in User file. Matches <i>Attendance_School_Program_Identifier</i> in Enrollment, Roster, and TEC files. Matches <i>AYP_School_Identifier</i> in Enrollment file.	Not used in data upload. Name of the district that the school is assigned to. Associated with the number in column D.	matches <i>Attendance_District_Identifier</i> in the Enrollment and Roster files.
Aliquippa El Sch	8085	Aliquippa SD	127040503
Aliquippa JSHS	8086	Aliquippa SD	127040503
Alisha Cooper DBA Bam Bam Child Development Center	P356229823	Alisha Cooper DBA Bam Bam Child Development Center	356229823
Aliya's Little Scholar's	P381511033	Aliya's Little Scholar's	381511033
All Aboard Daycare and Learning Center	P373025894	All Aboard Daycare and Learning Center	373025894

Step 11) Copy the School Number associated with a student. Paste the appropriate School Number for each student into 'Attendance_School_Program_Identifier'.

Note: The School Number is either the branch/school number in EDNA or the letter P + the AUN listed in EDNA. Check the State Organization Table PA on PA DLM homepage to verify the code.

Accountab	Accounta	Attendanc	Student_L	Student_Leg	Student_L	Generati	Gender	Date_of_Birt	Current_G	Local_Stud	State	Current_	Attendance_School_Program_Identifier
1.27E+08		1.27E+08	Brown	Louis			1	07/28/2008	6	10100687	###	2021	8086
1.27E+08		1.27E+08	Cramer	Dylan	Christopher		1	01/09/2009	5	10114792	###	2021	8085
1.27E+08		1.27E+08	Denardo	James			0	09/24/2007	6	10099846	###	2021	8086
1.27E+08		1.27E+08	Johnson	Isaac			1	08/10/2008	6	10112943	###	2021	8086
1.27E+08		1.27E+08	James	Kaylea			0	05/13/2008	6	10100204	###	2021	8086
1.27E+08		1.27E+08	Jacobs	Ryan			1	12/19/2002	11	10090322	###	2021	8086
1.27E+08		1.27E+08	Weber	Sophia	Mae		0	12/18/2008	5	10102205	###	2021	8085
1.27E+08		1.27E+08	Reynolds	Ariel			0	06/15/2009	5	10102480	###	2021	8085
1.27E+08		1.27E+08	Staley	Brett			1	08/23/2009	5	10102210	###	2021	8085
1.27E+08		1.27E+08	Mishnus	Samuel			1	01/03/2011	3	10106890	###	2021	8085

Step 12) Your enrollment upload template is now complete and ready to be uploaded into the Educator Portal on the DLM system! Be sure to continue to save the file as a CSV.

Uploading Templates to DLM

Detailed instructions for uploading the template appear on page 72 of the [DLM Data Management Manual](#). As a reminder, files are uploaded through Educator Portal.

In addition, a brief recording called a 'helplet' demonstrating how to upload templates can be viewed at:

[Helplet Video: Uploading Templates](#)

Note: Several resources mentioned in these instructions can be accessed directly through <https://dynamiclearningmaps.org/pennsylvania>

- *The DLM Data Management Manual appears under the Manuals and Blueprints tab.*
- *The 'helplet' video is located under 'Resources for Educators and District Staff' and 'District Staff Training Resources'. It is called 'Uploading Templates'.*

A Note About Editing Data

- PIMS serves as the official record for student enrollment data.
- Student data should **not** be changed within the DLM Portal in isolation.
- If any of the data extracted in the COGNOS report is incorrect, it is imperative that the data be fixed within PIMS in addition to DLM.
- If student data is edited directly in the DLM system without corrections being made in PIMS, testing for the student is at risk for not being included in the accountability system.

For questions about the process described for enrolling PASA students in DLM using the COGNOS report, please email alternateassessment@pattan.net.