

PASA AC Email No. 14 – June 2, 2022

Dear PASA Assessment Coordinator (AC):

2022 End of Year Reminders

- ✓ Save 2021-2022 all Data Extract reports by 07/26/22.
 - It is important to download and save the Enrollment and RTAT (Required Test Administrator Training) extract reports. **These reports are NOT available in the archive following roll-over.** Student demographics data do not carry over from year to year. Data will be archived, and last year's students will no longer be visible within Educator Portal. Teachers must take the RTAT training yearly. The training assigned (New or Returning Training) occurs automatically. Retain a copy of the current RTAT report in case any issues arise with the training assignments designated for 2022-23.
 - 2021-2022 Data Extract reports will be inaccessible from 07/26/22 to 08/03/22. The Kite Educator portal will re-open on 08/03/22. At that time, *some* 2021-2022 Data Extract reports will be available in *archived* reports.
 - To retain a copy of the Data Extracts, log into Kite Educator portal>go to Reports>go to Data Extracts>download and save all Data Extract reports for your reference.

Prepare for 2022-2023 School Year Now

- ✓ Update PASA AC information
 - **PASA AC Role Reminder and Update:** The Bureau of Special Education has always *recommended* the PASA AC role be filled by a special education administrator. Due to the enhanced DLM Educator portal, more than one PASA AC can now be included. **Because of this feature and due to more sophisticated enrollment requirements, a special education administrator must serve as a PASA AC beginning in 2022-23.** If the current PASA AC is a special education administrator, no action needs to be taken. If the current PASA AC is not a special education administrator (i.e., a guidance counselor, lead teacher, administrative assistant), a special education administrator must be added. The special education administrator does not need to replace the current PASA AC. Multiple ACs are permitted. Including an administrator will ensure that communications are being received and reviewed by an individual with knowledge of IEPs, PASA eligibility, PIMS, and accountability implications.
 - The Kite Educator portal allows for a variety of user roles to support enrollment and monitoring of test administration and data. Review pages 6-8 of the PASA AC Manual regarding available [roles](#) to determine if additional personnel should be added for your school (e.g., technology personnel). The PASA AC has the authority to add any role with the exception of PASA District Test Coordinator (DTC)/AC.
 - The sophistication of Educator Portal allows for more careful monitoring of data to ensure that PASA-eligible students are assessed and are included in the

accountability system. The system does require more sophistication in working with data from PIMS and using Data Extracts to monitor progress and data quality. Although it is not required, it is allowable to add a person who works with data regularly to Educator Portal to assist with data management (e.g., PIMS Coordinator).

- Email alternateassessment@pattankop.net to add and/or update PASA ACs.

2023 PASA Important Dates

- ✓ Mark your calendars now! Below are preliminary dates associated with the PASA DLM enrollment window, training, and test administration window. A more detailed comprehensive calendar including dates for annual PASA Getting Ready, PASA AC Data Management training and FCS/PNP completion will be forthcoming.

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| July 5 | <ul style="list-style-type: none"> • 2022 electronic individual student score reports will be available in Educator portal by close of business |
| August 3 | <ul style="list-style-type: none"> • Kite Educator Portal is scheduled to open • RTAT is scheduled to open for all users |
| August 26 – September 1 | <ul style="list-style-type: none"> • Printed score reports will be mailed to the LEA that administered the test |
| March 13 | <ul style="list-style-type: none"> • 2022-23 PASA DLM test window opens |
| May 19 | <ul style="list-style-type: none"> • 2022-23 PASA DLM test window closes |

Professional Development Offerings through DLM for Special Educators

- ✓ Are you a special education administrator looking for professional development offerings for professional staff? If so, explore [PASA DLM online professional development modules](#). All professional development modules are offered in two formats: group facilitated or self-directed. Some professional development is offered as [professional development packages](#). Examples of trainings are listed below. There are many more trainings available as well.
 - From Emergent Writing to Written Composition
 - From Shared Reading to Reading Comprehension
 - Individual Education Programs Linked to the DLM Essential Elements
 - Effective Instruction in Mathematics
 - Principles of Instruction in English Language Arts,
 - Who are Students with the Most Significant Cognitive Disabilities?

Post-test questions are provided, and a certificate is emailed upon successful completion of the post-test, which participants can provide as evidence of completion.