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*PASA AC Email No. 9 – January 28, 2022*

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**UPCOMING DUE DATES**

<b>DATE</b>	<b>PERSON RESPONSIBLE</b>	<b>TASK</b>
January 31	PASA AC	Complete required training: PASA DLM Data Management 101 for PASA ACs
February 28	Test Administrators	Complete Required Test Administrator Training (RTAT) and Lessons Learned from 2021 Test Administration
February 28	Test Administrators	Complete and/or update First Contact Survey (FCS) and Personal Needs and Preference Profile for ALL enrolled students
March 5	PASA AC	Complete student enrollment for all students except newly identified and/or move ins/transfers
March 14 – May 20	PASA AC and Test Administrators	Test Window: March 14 – May 20

**STUDENT ENROLLMENT AUDITS**

The PA Alternate Assessment Team will conduct **audits** of student enrollment data **during the first week of February, first week of March, and last week of March**. The purpose of the audit is to ensure accurate student data for accountability and test administration. Audits will include review of the ‘big five’ data elements, rostering and completion of FCS. Completion status of required trainings will also occur. Members of the state team will contact PASA ACs by email and identify any anomalies requiring correction. Your prompt attention is appreciated.

**REMINDER: PIMS AND STUDENT ENROLLMENT**

All students must be uploaded into the Kite Educator Portal using the PIMS report as the student enrollment template. PASA ACs and PIMS Coordinators should collaborate to ensure PASA eligible students are properly coded in PIMS Field 212.

**LEAs:**

If an LEA has students enrolled in licensed private academic settings or has non-4010 students enrolled at an APS, the LEA must ensure that students are entered and coded into PIMS appropriately. Students in licensed private academic settings and non-4010 students cannot be accessed in PIMS by the service provider. Previous analyses indicated that many students have not been entered into PIMS appropriately by the LEA. It is essential that students be coded correctly to ensure that PASA assessments are provided and students are included in accountability determinations for the LEA. Please be sure to communicate with your PIMS coordinators to ensure that all PASA-eligible students are coded correctly.

**Licensed Private Academic Schools/Non-4010 Student Service Providers**

Please reach out to the PA Help Desk at [alternateassessment@pattankop.net](mailto:alternateassessment@pattankop.net) for instructions on how to request the PIMS PASA DLM Enrollment template. Ensuring that all PASA-eligible students are included on the template is an iterative process, involving communication with the PASA AC and the PIMS coordinator. As a result, the Enrollment template may not be available to you immediately upon request.

**ARE YOU A NEW PASA AC?**

If you are a new PASA AC and don't know where to begin, access a brief recording by Dynamic Learning Maps specific for ACs. See the attached flyer for details.

**SIGNIFICANT COGNITIVE DISABILITIES FOCUS GROUP**

The PA Training and Technical Assistance Network is holding focus groups to collect feedback to direct their initiative that supports students with significant cognitive disabilities. School staff, families, and students are invited to participate. See the attached flier with a link to sign up. Please share freely.