

2011-2012 ASSESSMENT AND ACCOUNTABILITY CHECKLIST

Initial Publication Date: July 1, 2011

Revision History: Pages 52-55

Purpose - This document provides:

- 1) **Assessment testing windows for the 2011-12 school year**
- 2) **Key events and district responsibilities related to the ordering, handling, administration, and reporting of Oregon Statewide Assessment results**
- 3) **Data collection, related to the reporting of Adequate Yearly Progress, windows for the 2011-12 school year**
- 4) **Key events and district responsibilities related to student and staff level data collection used in the reporting of AYP, school and district report cards, and assessment group reports**

If you identify inaccuracies in this document or have suggestions for improvement, please contact Kathy Busby, Assessment & Accountability Project Manager at:
Kathy.Busby@state.or.us or (503) 947-5844

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Contacts for Assistance

REGIONAL ASSESSMENT SUPPORT ESD PARTNERS	NAME	ORGANIZATION	PHONE	E-MAIL
REGION 1	General Assessment Support Amy Rockwell	Willamette ESD	1-800-970-8372 Ext. 1	helpdesk@wesd.org
	Data Collection Support Karen Brown Smith Peter Campbell	InterMountain ESD	800-706-4447 ext. 3124 ext. 3203	Karen.Brown@imesd.k12.or.us Peter.Campbell@imesd.k12.or.us
REGION 2	General Assessment & Data Collection Support Kristine Keizer	Douglas ESD	1-877-373-3684 541-440-4775	Kristine.Keizer@douglasesd.k12.or.us
	Data Collection Support MJ Chain		541-440-4756	mj.chain@douglasesd.k12.or.us
REGION 3	General Assessment Support Connie Lobato	InterMountain ESD	800-706-4447 ext. 3220	Connie.Lobato@imesd.k12.or.us
	Data Collection Support Karen Brown Smith Peter Campbell		800-706-4447 ext. 3124 ext. 3203	Karen.Brown@imesd.k12.or.us Peter.Campbell@imesd.k12.or.us
ODE DATA OWNERS				
Accountability Reports	Kevin Hamler-Dupras	ODE	503-947-5828	Kevin.Hamler-Dupras@state.or.us
Cumulative ADM Collections	Joy Blackwell	ODE	503-947-5767	Joy.Blackwell@state.or.us
Cumulative ADM Exit Adjustment	Cynthia Yee	ODE	503-947-5780	Cynthia.Yee@state.or.us
Assessment Collections	Cari White	ODE	503-947-5821	Cari.White@state.or.us
Class Size	Isabella Jacoby	ODE	503-947-5878	Isabella.Jacoby@state.or.us
Limited English Proficiency Details	Kim Miller	ODE	503-947-5712	Kim.A.Miller@state.or.us
Report Card Validation	Jon Wiens	ODE	503-947-5764	Jon.Wiens@state.or.us
Secure Assessment Reports	Cindy Barrick	ODE	503-947-5822	Cindy.Barrick@state.or.us
Staff Position	Isabella Jacoby	ODE	503-947-5878	Isabella.Jacoby@state.or.us
Student Centered Staging	Cindy Barrick	ODE	503-947-5822	Cindy.Barrick@state.or.us
ODE TOPIC CONTACTS				
Assessment of Essential Skills	Derek Brown	ODE	503-947-5841	Derek.Brown@state.or.us
National Assessment of Educational Progress (NAEP)	Beth LaDuca	ODE	503-947-5836	Beth.Laduca@state.or.us
Extended Assessment	Bradley Lenhardt	ODE	503-947-5755	Brad.Lenhardt@state.or.us
PSAT/NMSQT®	Nancy Potter	College Board	866-392-4078	NPotter@collegeboard.org

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 2011			
JULY 1	TEST ORDERING & REPORTING	ELPA Tests Completed in May (through the end of the testing window) posted to Student Centered Staging	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> – Verify that each LEP student has a score posted for the ELPA – Supply accommodations/modification codes if necessary – Notify Regional Assessment Support ESD if a posted record is not from a district student <p>Notify <u>Regional Assessment Support ESD partner</u> if a student who completed the ELPA does not have a score in Student Staging.</p>
JULY 1	TEST ORDERING & REPORTING	ELPA Preliminary Student Scores available in OAKS Online Reporting System	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE’s SSID and OAKS Online systems, resulting in a centralized reporting system. – Information from OAKS online reports should only be viewed as preliminary information. The only source for official scores is the ODE student centered staging application.
JULY 7 – 14	REPORT VALIDATION	<p>Report Validation Window on ODE district secure website for:</p> <ul style="list-style-type: none"> –Persistently Dangerous Schools 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=198
JULY 7 – AUGUST 12	REPORT VALIDATION	<p>Report Validation Window on ODE district secure website for:</p> <ul style="list-style-type: none"> –Staff FTE –Teacher Characteristics –Class Size 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=198

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JULY 12 – 18	REPORT VALIDATION	<p>Reports refreshed on ODE district secure website (Preview 4 of 5):</p> <ul style="list-style-type: none"> –Pre-preliminary school and district AYP reports –Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Review preliminary reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics: – Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. – Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. – Notify submitter of 3rd Period Cumulative ADM Collection if TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. – Notify submitter of English Language Proficiency Collection if Limited English Proficient data on test records is incorrect. – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Data shown on the July 12 preview will be from July 8 or earlier. Next refreshed report on July 19. – Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=198
JULY 12 – 18	REPORT VALIDATION	<p>Report Card data elements (refreshed based on 3rd Period Cumulative ADM Collection):</p> <ul style="list-style-type: none"> –English Language Learners –Students Attending In/From Another District –Student Attendance 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Data shown on the July 12 preview will be from July 8 or earlier. Next refreshed report on July 19. – Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=198

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JULY 14	REPORT VALIDATION	Report Validation Window closes for: —Persistently Dangerous Schools	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=198
JULY 15	DATA COLLECTION	<p>REMINDER: Last day for submitting Annual Cumulative ADM</p>	
JULY 18 – 22	COLLECTION VALIDATION	Collection Validation Window for: —Annual Cumulative ADM Collection closed for validation	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Annual Cumulative ADM will remain closed for post-collection validations.
JULY 19 – 22	REPORT VALIDATION	Report Card data elements (refreshed based on 3 rd Period Cumulative ADM Collection): —English Language Learners —Students Attending In/From Another District —Student Attendance	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Data shown on the July 19 preview will be from July 15 or earlier. — Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=198

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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JULY 19 – 22	REPORT VALIDATION	<p>Reports refreshed on ODE district secure website (Preview 5 of 5):</p> <ul style="list-style-type: none"> –Pre-preliminary school and district AYP reports –Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Review preliminary reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics: – Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. – Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. – Notify submitter of 3rd Period Cumulative ADM Collection if TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. – Notify submitter of English Language Proficiency Collection if Limited English Proficient data on test records is incorrect. – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Data shown on the July 19 preview will be from July 15 or earlier. – Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=198
JULY 22	REPORT VALIDATION	<p>Report Validation Window closes for:</p> <ul style="list-style-type: none"> –English Language Learners –Students Attending In/From Another District –Student Attendance 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – All data submitted through July 22 will be included School and District Report Cards. School and District Report Cards will be released to the public on October 6. – Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=198

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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JULY 22	DATA COLLECTION	<p>Last date for changes to be included in Preliminary AYP reports:</p> <ul style="list-style-type: none"> —NCLB English Proficiency —Assessment test records —3rd Period Cumulative ADM 2010-11 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Review pre-preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics.
JULY 23 – @ 5 PM JULY 27	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports closed for AYP processing	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — All Math and Reading records unavailable for download or editing — Student Reports will also be unavailable during this time.
JULY 25 – AUGUST 5	COLLECTION VALIDATION	Collection Validation Window for: —Annual Cumulative ADM Collection	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Districts will have an opportunity to make corrections to their Annual Cumulative ADM submission as identified in the post-collection validations.
JULY 28	ACCOUNTABILITY REPORTS	Preliminary school and district AYP designations for preview on ODE district website prior to public release	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — Review/download summary results at https://district.ode.state.or.us/apps/acctrpt/Default.aspx — No opportunity to appeal before public release of Preliminary AYP. Opportunities to appeal were provided between June 9 to July 22, 2011. <p>SUPERINTENDENT</p> <ul style="list-style-type: none"> — Prepare local press release, if necessary.
AUGUST 2011			
AUGUST 2	ACCOUNTABILITY REPORTS	Public release of preliminary AYP designations for all schools and districts on the ODE public website	
AUGUST 2 – 19 (NOON)	ACCOUNTABILITY REPORTS	Requests by districts for AYP data reviews prior to final designation of AYP	<p>SUPERINTENDENT:</p> <ul style="list-style-type: none"> — Request review (substantive appeal) via letter of school AYP designation if data cannot be corrected by editing test records or collections.
AUGUST 12	REPORT VALIDATION	Report Validation Window closes for: —Staff FTE —Teacher Characteristics —Class Size	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=198

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<p>AUGUST 17 1 – 3 PM</p>	<p>TRAINING</p>	<p>WebEx: Braille Interface of OAKS Online</p>	<p>This WebEx will cover the purpose behind the development of the new Braille interface of OAKS Online and will provide specific information pertinent to districts including:</p> <ul style="list-style-type: none"> – How OAKS Online will be administered to students using Braille. – The distribution of supporting Braille technologies to districts serving students who use Braille. – System requirements, resources, and upcoming trainings for all Teachers of the Visually Impaired.
<p>AUGUST 19</p>	<p>DATA COLLECTION</p>	<p>Last date for changes to be included in Final AYP reports:</p> <ul style="list-style-type: none"> – Assessment test records – 3rd Period Cumulative ADM 2010-11 – NCLB English Proficiency 	<p>DISTRICT TEST COORDINATOR</p> <p>If the district has made changes to assessment test records after July 22:</p> <ul style="list-style-type: none"> – Review preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics. – Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. – Districts over the 1% cap on alternate assessments must flag test records in Student Staging to come into compliance. – Schools with preliminary AYP designations of “pending” submit additional local assessment data.
<p>AUGUST 20 - 29</p>	<p>ACCOUNTABILITY REPORTS</p>	<p>Student Centered Staging, Secure Assessment Reports closed for AYP processing</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – All Math & Reading records unavailable for download or editing – All Math & Reading records will remain read-only after August 29, 2011
<p>SEPTEMBER 2011</p>			
<p>SEPTEMBER 1</p>	<p>ACCOUNTABILITY REPORTS</p>	<p>Final school and district AYP reports available for preview on ODE district secure website</p>	<p>SUPERINTENDENT</p> <ul style="list-style-type: none"> – Review final AYP report for implementation of substantive appeal if submitted and approved.

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SEPTEMBER 7	TRAINING	New DTC Web-Based Training (Web-Ex) 1:00 – 5:00 pm	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – All district test coordinators must attend an ODE sponsored Regional Assessment and Accountability Training each year. Please contact your regional helpdesk to register for the training by June 15. – All trainings will be held using the webex system, there will be no in person trainings available this year. Also there will be two different categories of trainings, a New DTC Training and an Expert DTC Training. <ul style="list-style-type: none"> ▪ “New Training” is for those DTCs that have never attended an ODE sponsored Regional Assessment and Accountability Training. ▪ “Expert Training” is for those DTCs that have attended a Regional Assessment and Accountability Training in the past year, 2010-2011.
SEPTEMBER 8	TRAINING	Expert DTC Web-Based Training (Web-Ex) 2:00 – 4:00 pm	
SEPTEMBER 8	ACCOUNTABILITY REPORTS	Final AYP Report posted on ODE public website	
SEPTEMBER 15 – 22	REPORT VALIDATION	Report Validation Window on ODE district secure website for: –SAT Scores	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx <p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=198
SEPTEMBER 15	ACCOUNTABILITY REPORTS	District preview of preliminary 2010-11 school and district Report Cards, including final AYP designations and supporting detail sheets, on ODE district secure website. (Preview 1 of 2)	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission.
SEPTEMBER 15 (@ 2:00 PM)	DATA COLLECTION	WEBEX: FIRST PERIOD CUMULATIVE ADM	Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211
SEPTEMBER 16		State Furlough Day	All ODE offices will be closed. ODE staff will be unavailable.

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SEPTEMBER 22	REPORT VALIDATION	Report Validation Window closes for: —SAT Scores	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx
SEPTEMBER 19 - 22	TRAINING	OAKS Online Braille Interface Training for Teachers of the Visually Impaired and Test Administrators	<ul style="list-style-type: none"> — The OAKS Online Braille Interface Training will prepare Teachers of the Visually Impaired to set up and administer OAKS Online using the Braille interface and supporting Braille technologies (JAWS 12 Screen Reader, Duxbury Braille translation software, refreshable Braille display and embosser). — In addition to Test Administration and Security Training, any individual administering OAKS Online through the Braille interface is required to participate in the ODE-provided OAKS Online Braille Interface Training. This includes all of Oregon’s Teachers of the Visually Impaired whether or not they currently serve a student who uses Braille. — OAKS Online Braille Interface Training will be provided on the following dates by region (*host location): <ul style="list-style-type: none"> ▪ Sept. 19 – Columbia* & InterMountain Regional Programs ▪ Sept. 20 – NWRESA* & Lane Regional Programs ▪ Sept. 21 – Willamette* & Cascade Regional Programs ▪ Sept. 22 – Southern Oregon* & Central Oregon Regional Programs
SEPTEMBER 23	TEST ADMINISTRATION	Deadline for principals of selected schools to designate a NAEP coordinator and to register for the NAEP website.	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — Remind principals of selected schools to designate an appropriate professional staff member to serve as the NAEP coordinator and to register for the NAEP <i>MySchool</i> website (https://www.mynaep.com).
SEPTEMBER 27	TRAINING	New DTC Web-Based Training (Web-Ex) 8:00 – 11:00 am	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — All district test coordinators must attend an ODE sponsored Regional Assessment and Accountability Training each year. — All trainings will be held using the Web-Ex system, there will be no in person trainings available this year. Also there will be two different categories of trainings, a New DTC Training and an Expert DTC Training.
SEPTEMBER 28	TRAINING	Expert DTC Web-Based Training (Web-Ex) 9:00 – 11:00 am	<ul style="list-style-type: none"> ▪ “New Training” is for those DTCs that have never attended an ODE sponsored Regional Assessment and Accountability Training. ▪ “Expert Training” is for those DTCs that have attended a Regional Assessment and Accountability Training in the past year, 2010-2011.

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<p>SEPTEMBER 29 - OCTOBER 28</p>	<p>DATA COLLECTION</p>	<p>Collection Window for: —First Period Cumulative ADM for 2011-2012 (covering period from July 1 - October 3, 2011)</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=246 — Submit collection with common fields and collection-specific fields accurately filled for all applicable students. — Correct any error records after file is processed. — Review collection summary report to verify data were submitted correctly. — When data complete and accurate click verify under Status Tracking. — Save a production download for your records. — Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=211
<p>SEPTEMBER 30</p>	<p>TEST ADMINISTRATION</p>	<p>REMINDER: Appeals of Spring Writing scores are due to ODE</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — Appeals of 2010-11 Spring Writing scores are due to ODE by September 30, 2011. For instructions refer to Appendix G– Requirements for OAKS Writing Performance Administration of the 2010-11 Test Administration Manual).
<p>OCTOBER 2011</p>			
<p>FALL 2011 (DATE TBD)</p>	<p>ACCOUNTABILITY REPORTS</p>	<p>Release of NAEP 2011 mathematics and reading assessment results</p>	
<p>OCTOBER 3</p>	<p>ACCOUNTABILITY REPORTS</p>	<p>Final School & District Report Cards and Report Card detail sheets available on District secure web site (Preview 2 of 2)</p>	
<p>OCTOBER 6</p>	<p>ACCOUNTABILITY REPORTS</p>	<p>Final School & District Report Cards and Report Card detail sheets posted on ODE public web site</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — Download school and district report cards for 2010-11 for distribution to parents prior to January 15, 2012. Go to http://www.ode.state.or.us/data/reportcard/reports.aspx
<p>OCTOBER 12</p> <p style="text-align: center;">- OR -</p> <p>OCTOBER 15</p>	<p>TEST ADMINISTRATION</p>	<p>PSAT/NMSQT® testing</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — Ensure that all tenth grade students who are enrolled in public school have the opportunity to take the PSAT/NMSQT® (except in districts with a waiver). — For tests taken on October 12, postmark return materials for shipment by 10/13. — For tests taken on October 15, postmark return materials for shipment by 10/17.

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OCTOBER 13	TEST ORDERING & REPORTING	Student Centered Staging System Opens	<ul style="list-style-type: none"> – The Student Centered Staging (SCS) application allows a user in a district who has been granted access to view, edit, fix errors, download errors, upload fixes and download student test records that have been received by the Oregon Department of Education (ODE). – It also provides snapshot reports of student test record counts by resident school institution ID for a specific subject and school year. – The application is continuously accessible until final AYP and Report Cards are published.
OCTOBER 13 - NOVEMBER 17	DATA COLLECTION	Collection window for: – Cumulative ADM Exit Adjustment 2010-11	DATA SUBMITTER <ul style="list-style-type: none"> – Review and update end date codes, diploma type codes, withdrawal factors, and essential skills fields in 2010-11 Annual Cumulative ADM data. See training at https://district.ode.state.or.us/search/page/?id=198
OCTOBER 14	ACCOUNTABILITY REPORTS	How to read report card documents in English and Spanish posted on public website	<ul style="list-style-type: none"> – Documents posted to http://www.ode.state.or.us/search/page/?=661
OCTOBER 20 – DECEMBER 12	TEST ORDERING & REPORTING	Assessment Order Window for OAKS Paper-based Winter Writing Performance Assessment Precode (Grade 11 only, including Spanish & Braille)	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – Schools administering the paper-based Writing Performance Assessment must order writing assessment materials through the District Test Coordinator (DTC). The DTC must order writing assessment materials through the OAKS Online Test Information Distribution Engine (TIDE) during the order window. – Districts may also order Spanish writing prompts during the ordering window. Students whose language setting for writing tests has been set to Spanish in TIDE will receive Spanish Writing booklets. – The TIDE User Guide (available at http://www.ode.state.or.us/search/page/?=391) contains instructions on ordering paper-based writing tests, including Spanish and Braille forms.
BY OCTOBER 21	DATA COLLECTION	NAEP online school information form due from selected schools	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> – Remind principals or NAEP coordinators of selected schools to complete the online school information form on the NAEP MySchool website (https://www.mynaep.com).

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 27 – NOVEMBER 17	REPORT VALIDATION	Report Validation window for: —NCES Dropout Report and HS Completer Report for 10-11	DATA SUBMITTER — Check that all schools are included in the validation and that ADM End Date Codes are accurately reported in the Annual ADM Collection. Revisions are made in the Exit Adjustment Collection. — Student-level downloads will be available by request through the appeals button on the district validation site. Review student data for inclusion, subgroups, institutions, and outcomes. — Go to: https://district.ode.state.or.us/ and access the Report card/AYP validation application.
OCTOBER 28	DATA COLLECTION	Collection Window closes for: —First Period Cumulative ADM for 2011-2012 (covering period from July 1 – October 3, 2011)	
OCTOBER 31 - NOVEMBER 4	DATA COLLECTION REVIEW	ODE Data Collection Review window for: —1st Period Cumulative ADM	DATA SUBMITTER — The collection will be closed during this period for post-collection review.
NOVEMBER 2011			
NOVEMBER 3-17	TRAINING	New Extended Assessment Qualified Trainer Training	DISTRICT TEST COORDINATOR — All trainings will be held using the Web-Ex system or in person this year. — Trainings will be held at the following locations: <ul style="list-style-type: none"> ▪ Nov 3rd Northwest Regional ESD (Hillsboro) ▪ Nov 10th Willamette ESD (Salem) ▪ Nov 15th Southern Oregon ESD (Medford) ▪ Nov 15th High Desert ESD (Redmond) ▪ Nov 17th Umatilla-Morrow ESD (Pendleton) Note: Any site with less than five Qualified Assessors identified by their district(s) to become a Qualified Trainer will be trained via WebEx.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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<p>NOVEMBER 3 – DECEMBER 1</p>	<p>REPORT VALIDATION</p>	<p>Report Validation window for: – Graduation Cohort 4-year and 5-year Reports for 10-11</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools are included in the validation and that ADM End Date Codes are accurately reported in the 2010-11 Annual ADM Collection. Revisions are made in the Exit Adjustment Collection. – Adjustments to outcome data prior to 2010-11 are made as a request using an update form available from the report validation site. – Student-level downloads will be available by request through the appeals button on the district validation site. Review student data for inclusion, subgroups, institutions, and outcomes. – Cohort Report will include the four-year cohort graduation rate (students first entering high school in 2007-08) and five-year cohort graduation rate (students first entering high school in 2006-07). – Go to: https://district.ode.state.or.us/ and access the report card validation application.
<p>NOVEMBER 4</p>	<p>DATA COLLECTION REVIEW</p>	<p>ODE Data Collection Review window closes for: – 1st Period Cumulative ADM</p>	
<p>NOVEMBER 7 - 16</p>	<p>DATA COLLECTION AUDIT REVIEW</p>	<p>District Data Collection Audit Review window for: – 1st Period Cumulative ADM</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – The collection will be open during this period to allow districts to verify and correct their data submission.
<p>NOVEMBER 8</p>	<p>TEST ORDERING & REPORTING</p>	<p>“Banked” High School test records that met or exceeded in a prior year available in OAKS Online Reporting System (Reading, Mathematics, Science, and Writing)</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Ensure that all students enrolled in Grade 11 on May 1, 2012 who do not have a banked score that meets or exceeds the achievement standard are tested in the required subjects. – Any student in Grade 11 who met or exceeded the High School Writing test in a prior year will not be allowed to take the Writing test during the 2011-2012 school year.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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<p>NOVEMBER 8 – MAY 17</p>	<p>TEST ADMINISTRATION</p>	<p>OAKS Online Multiple Choice Assessment Window for Reading, 3rd Grade Spanish Reading, Mathematics, Science & Social Sciences (including Braille interface)</p>	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> – New for 2011-12, a Braille interface of OAKS Online Reading, Mathematics, Science, and Social Sciences will be available for students who use Braille. For more information, see Part VIII Students with Disabilities of the 2011-12 Test Administration Manual. – Also new for 2011-12, OAKS Online will support a computer-based read-aloud for OAKS Online Mathematics, Science and Social Sciences for the general student population. – Each eligible ELL student may take the Grade 3 Spanish Reading Assessment for all three available OAKS Reading/Literature testing opportunities and may use the Grade 3 Spanish Reading Assessment for accountability purposes. For more information about eligibility see Part VII English Language Learners of the 2011-12 Test Administration Manual. <p>Note: ODE no longer offers the English-language OAKS in a paper-based Braille format.</p>
<p>NOVEMBER 9 – MAY 21</p>	<p>TEST ORDERING & REPORTING</p>	<p>OAKS Online Multiple Choice student scores available for Reading, Mathematics, Science & Social Sciences (including Braille interface)</p>	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> – Preliminary Student Scores available in OAKS Online Reporting System within 1 business day of test completion. – Records available in Student Centered Staging within 2 business days of test completion. – Information from OAKS Online reports should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging application.
<p>NOVEMBER 10</p>	<p>TEST ORDERING & REPORTING</p>	<p>“Banked” High School test records that met or exceeded in a prior year available in Student Centered Staging and Assessment Warehouse Extract (Reading, Mathematics, Science, and Writing)</p>	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> – Ensure that all students enrolled in Grade 11 on May 1, 2012 who do not have a banked score that meets or exceeds the achievement standard are tested in the required subjects. – Any student in Grade 11 who met or exceeded the High School Writing test in a prior year will not be allowed to take the Writing test during the 2011-2012 school year.
<p>NOVEMBER 10 – JANUARY 20</p>	<p>TEST ORDERING & REPORTING</p>	<p>OAKS Extended Assessment Braille and Large Print order window: Reading, Mathematics, Science & Writing</p>	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> – Extended tests requiring Braille or Large Print format must be ordered during this order window.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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NOVEMBER 16	DATA COLLECTION AUDIT REVIEW	District Data Collection Audit Review window closes for: —1st Period Cumulative ADM	
NOVEMBER 17	DATA COLLECTION	Collection window closes for: —Cumulative ADM Exit Adjustment 2010-11	
NOVEMBER 17	REPORT VALIDATION	Report Validation window closes for: —NCES Dropout Report and HS Completer Report for 10-11	
NOVEMBER 25		State Furlough Day	All ODE offices will be closed. Online testing will be suspended for both OAKS and ELPA.
NOVEMBER 30	ACCOUNTABILITY REPORTING	Statewide Report Card posted on ODE public website	
DECEMBER 2011			
DECEMBER 1 (@ 2:00 PM)	DATA COLLECTION	WEBEX: SECOND PERIOD CUMULATIVE ADM	Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211
DECEMBER 1	REPORT VALIDATION	Report Validation window closes for: —Graduation Cohort 4-year and 5-year Reports for 10-11	
DECEMBER 8 – FEBRUARY 3	DATA COLLECTION	Collection Window for: —Staff Position	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — USID must be requested or updated for all staff prior to completing the staff-level collections. — Review business rules and instructions prior to submission. Go to: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=168 https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=171 — Submit collection with common fields and collection specific fields accurately filled for all applicable staff. — Correct any error records after file is processed. — Review collection summary report to verify data were submitted correctly. — Save a production download for your records. — Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=211

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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DECEMBER 12	TEST ORDERING & REPORTING	REMINDER: Last day for submitting orders for OAKS Paper-based Winter Writing Performance Assessment Precode (Grade 11 only, including Spanish & Braille)	DISTRICT TEST COORDINATOR – The Test Information Distribution Engine (TIDE) User Guide (available at http://www.ode.state.or.us/search/page/?=391) contains instructions on ordering paper-based writing tests, including Spanish and Braille forms.
DECEMBER 15 – JANUARY 13	DATA COLLECTION	Collection Window for: –2nd Period Cumulative ADM for 2011-2012 (covering period from July 1 - December 30, 2011)	DATA SUBMITTER – Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=246 – Submit collection with common fields and collection-specific fields accurately filled for all applicable students. – Correct any error records after file is processed. – Review collection summary report to verify data were submitted correctly. – When data complete and accurate click verify under Status Tracking. – Save a production download for your records. – Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=211
DECEMBER 19 - 22	REPORT PREVIEW	Fall Membership Preview 1 distributed to Districts	DATA SUBMITTER – Preview will reflect changes made by December 18 th , 5pm
DECEMBER 20 – JANUARY 30	REPORT VALIDATION	Report Validation window for: –Fall Membership	DATA SUBMITTER – Review student enrollment for Districts/Schools – Contact your ESD Partner to request reopening of 1st Period Cumulative ADM if corrections are needed.
JANUARY 2012			
JANUARY 2 - 4	TEST ADMINISTRATION	OAKS Paper-based Winter Writing Performance testing materials received by school districts. (Grade 11 only, including Spanish & Braille)	DISTRICT TEST COORDINATOR – Receive and inventory all test materials. If order quantities are incorrect, contact your Regional Assessment Support ESD partner. – Maintain the security of all test materials in accordance with Part IV – Test Security of the 2011-12 Test Administration Manual.
JANUARY 3 – 13	TEST ADMINISTRATION	Optional WebEx training to assist in preparing for the NAEP pre-assessment visit	DISTRICT TEST COORDINATOR – Remind principals or NAEP coordinators of selected schools that this optional training is available to them. – Attend the optional training, if desired.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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JANUARY 3 - 6	REPORT PREVIEW	Fall Membership Preview 2 distributed to Districts	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Preview will reflect changes made by January 2, 5pm
JANUARY 3 – 31	TEST ADMINISTRATION	NAEP pre-assessment visits to selected schools	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Remind principals or NAEP coordinators to review ODE guidance on the inclusion of students with disabilities and English language learners in NAEP testing. – Remind principals or NAEP coordinators that the NAEP worksheets for students with disabilities and ELLs must be completed before the pre-assessment visit.
JANUARY 11 – FEBRUARY 23	TEST ADMINISTRATION	Testing Window for OAKS Paper-based Winter Writing Performance Assessment (Grade 11 only, including Spanish & Braille)	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Maintain security of all test materials during the testing window in accordance with Part IV – Test Security of the 2011-12 Test Administration Manual. – Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form for the 2011-12 school year prior to the administration of tests.
JANUARY 11 – MARCH 16	TEST ADMINISTRATION	Testing Window for OAKS Online Winter Writing Performance Assessment (Grade 11 only, including Spanish)	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Prior to student testing, update SSID records for students (ONLY update SSIDs for students actively enrolled in your district for the 2011-12 school year) <p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Provide all Test Administrators with Test Administration and Security Training, including experience with the OAKS Online training environment. – Ensure that School Test Coordinators and Test Administrators have proper access to the OAKS Online system. – Students may only test once per year and may not access both the online and the paper-based versions of the Writing Performance Assessment. – As test records are posted to Student Centered Staging on the ODE district secure website: <ul style="list-style-type: none"> ▪ Verify that the demographic information on the posted test record is correct. ▪ Correct error records. ▪ Collect information from Test Administrators about accommodation/modification codes that need to be applied to test records in Student Centered Staging.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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JANUARY 11 – MAY 10	TEST ADMINISTRATION	Testing Window for the English Language Proficiency Assessment (ELPA) K – 12	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Update SSID records for students prior to testing. – Note: Only students whose LEP flag is set to “Y” in the SSID record may access the ELPA. Districts should only set the LEP flag to “Y” for students who are eligible for ELD services in the current school year (refer to the Test Administration Manual, Part VII and Appendix H for details). <p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Maintain security of all test materials during the testing window in accordance with Part IV – Test Security of the 2011-12 Test Administration Manual. – Districts must administer the ELPA to all students identified as eligible to receive ELD services in the current school year. Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the Test Administration Manual, Part VII and Appendix H for details). – Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.
JANUARY 13	ACCOUNTABILITY REPORTS	REMINDER: Deadline for sending schools and district report cards to all parent/guardians	According to OAR 581-022-1060 “by January 15 of each year, school districts shall send a copy of the state provided school and school district performance report to the parent(s) or guardian(s) of each child enrolled in a public school in the school district”. (January 15, 2012 falls on a Sunday.)
JANUARY 13 (@ 11:59 PM)	DATA COLLECTION	Collection Window closes for: –2nd Period Cumulative ADM for 2011-2012 (covering period from July 1 - December 30, 2011)	
JANUARY 12	ACCOUNTABILITY REPORTING	PREVIEW of Final 2010-11 Dropout and Cohort Graduation Rate reports posted to the ODE district secure website	<ul style="list-style-type: none"> – Preview of Final Reports will include the current traditional dropout rate. – Preview of Final Reports will include the four-year cohort graduation rate (students’ first entering high school in 2007-08) and five-year cohort graduation rate (students’ first entering high school in 2006-07). – Public Release scheduled for March 13, 2012
JANUARY 16-20	DATA COLLECTION REVIEW	ODE Data Collection Review window for: –2nd Period Cumulative ADM	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – The collection will be closed during this period for post-collection review.
JANUARY 17 - 20	REPORT PREVIEW	Fall Membership Preview 3 distributed to Districts	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Preview will reflect changes made by January 16^t 5pm

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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<p>JANUARY 19 – MARCH 2</p>	<p>DATA COLLECTION</p>	<p>Collection Window for : –Class Size</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Review business rules and instructions prior to submission. Go to: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=170 – Submit collection with common fields and collection-specific fields accurately filled for all applicable students. – Correct any error records after file is processed. – Review collection summary report to verify data were submitted correctly. – Save a production download for your records. – Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=211
<p>JANUARY 20</p>	<p>DATA COLLECTION REVIEW</p>	<p>ODE Data Collection Review window closes for: –2nd Period Cumulative ADM</p>	
<p>JANUARY 20</p>	<p>TEST ORDERING & REPORTING</p>	<p>REMINDER: Last day of OAKS Extended Assessment Braille and Large Print order window for Reading, Mathematics, Science & Writing</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Extended tests requiring Braille format must be ordered during this order window.
<p>JANUARY 23- FEBRUARY 1</p>	<p>DATA COLLECTION AUDIT REVIEW</p>	<p>District Data Collection Audit Review window for: –2nd Period Cumulative ADM</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – The collection will be open during this period to allow districts to verify and correct their data submission.
<p>JANUARY 23 – MARCH 2</p>	<p>TEST ADMINISTRATION</p>	<p>Testing window for NAEP in selected schools</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Remind principals or NAEP coordinators that parent/guardian notification letters must be sent to the parents/guardians of all students selected for NAEP prior to the school’s NAEP assessment date. – Support 12th grade principals/staff in promoting 12th grade student participation in NAEP. – Remind principals or NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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JANUARY 26 – MARCH 19	TEST ORDERING & REPORTING	Assessment Order Window for Paper-based OAKS Spring Writing Performance Assessment (Grade 11 only, including Spanish & Braille)	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Schools administering the paper-based Writing Performance Assessment must order writing assessment materials through the District Test Coordinator (DTC). The DTC must order writing assessment materials through the OAKS Online Test Information Distribution Engine (TIDE) during the order window. – Districts may also order Spanish writing prompts during the ordering window. Students whose language setting for Writing tests has been set to Spanish in TIDE will receive Spanish Writing booklets. The TIDE User Guide (available at http://www.ode.state.or.us/search/page/?=391) contains instructions on ordering paper-based writing tests, including Spanish and Braille forms. – Students may only test once per year and may not access both the online and the paper-based versions of the Writing Performance Assessment. If a student tested during the winter window, do not order an assessment for that student during the spring window.
JANUARY 27	ACCOUNTABILITY REPORTING	2010-11 Dropout and Cohort Graduation Rate reports released to the public	<ul style="list-style-type: none"> – Reports will include the current traditional dropout rate. – Reports will include the four-year cohort graduation rate (students first entering high school in 2007-08) and five-year cohort graduation rate (students first entering high school in 2006-07).
JANUARY 31 – FEBRUARY 3	DATA REPORTING	Fall Membership Final Preview (Advance copy of final report) distributed to Districts	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Changes to enrollment submissions must be made in 1st period Cumulative ADM before January 30th in order to be reflected in the Final Preview and Final Fall Membership Report.
FEBRUARY 2012			
FEBRUARY 1	DATA COLLECTION AUDIT REVIEW	District Data Collection Audit Review window closes for: –2nd Period Cumulative ADM	
FEBRUARY 3	DATA COLLECTION	REMINDER: Last day for Staff Position Collection	
FEBRUARY 6 - 10	COLLECTION VALIDATION	Collection Validation Window: –Staff Position Collection closed for validation	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Staff Position will remain closed for post-collection validations.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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FEBRUARY 8	DATA REPORTING	REMINDER: Student Enrollment Report for 2011-12 released to the public and press release	DATA SUBMITTER <ul style="list-style-type: none"> Changes to enrollment submissions must be made in first period Cumulative ADM before January 30th in order to be reflected in the Final Preview and Final Fall Membership Report.
FEBRUARY 9	TEST ORDERING & REPORTING	Extended Assessment document download launched for Reading, Mathematics, Science & Writing	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Download Extended Assessments for February 16 – April 26 testing window. Go to: https://district.ode.state.or.us/. Maintain the security of all test materials in accordance with Part IV – Test Security of the 2011-12 Test Administration Manual.
BY FEBRUARY 9	TEST ADMINISTRATION	DTC Kits for OAKS Paper based Winter Writing Assessment delivered to Districts	
FEBRUARY 13-17	COLLECTION VALIDATION	Collection Validation Window: <ul style="list-style-type: none"> Staff Position Collection 	DATA SUBMITTER <ul style="list-style-type: none"> Districts will have an opportunity to make corrections to their Staff Position submission as identified in the post-collection validations.
FEBRUARY 16	TEST ORDERING & REPORTING	REMINDER: Last day of Paper-based OAKS Winter Writing Performance Assessment is February 23, 2012.	
FEBRUARY 16 – APRIL 26	TEST ADMINISTRATION	Extended Assessments Testing Window: <ul style="list-style-type: none"> Reading: All Grades Mathematics: All Grades Science: Grades 5, 8 & Grade 11 Writing: Grade 11 only 	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Maintain security of all testing materials during the testing window in accordance with Part IV – Test Security of the 2011-12 Test Administration Manual. Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Extended Assessment, and have turned in a signed Assurance of Test Security form.
FEBRUARY 16 – MAY 18	DATA REPORTING	Extended Assessment Data Entry window for transmitting results to ODE	DATA SUBMITTER <ul style="list-style-type: none"> Update SSID records for students prior to submitting assessment results. Transmit results of Extended Assessments via Extended Assessment Application on ODE district secure website. Go to: https://district.ode.state.or.us/

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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FEBRUARY 23	TEST ADMINISTRATION	<p>REMINDER: Last day for OAKS Paper-based Winter Writing Performance Assessment (Grade 11 only, including Spanish & Braille)</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Maintain the security of all test materials in accordance with Part IV – Test Security of the 2011-12 Test Administration Manual. All testing materials must be collected and inventoried from schools. – Collect and inventory all test materials from school test coordinators and prepare testing materials for shipment to scoring sites. – Verify that materials are correctly packaged (refer to Appendix G– Requirements for OAKS Writing Performance Administration of the 2011-12 Test Administration Manual).
FEBRUARY 27	TEST ORDERING & REPORTING	<p>REMINDER: Deadline for shipping Paper-based OAKS Winter Writing Performance Assessment to ODE vendor is March 5, 2012.</p>	
MARCH 2012			
MARCH 2	DATA COLLECTION	<p>Reminder: Last day for Class Size Collection</p>	
MARCH 5	TEST ORDERING & REPORTING	<p>REMINDER: Deadline for shipping Paper-based Winter Writing Performance Assessment to ODE vendor</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Verify that all test materials are correctly packaged for return shipment to ODE vendor (refer to Appendix G– Requirements for OAKS Writing Performance Administration of the 2011-12 Test Administration Manual). <p><i>IMPORTANT:</i> Winter Writing Assessments not shipped by this date will be counted as non-participants in assessment and accountability reports.</p>
MARCH 5 - 9	COLLECTION VALIDATION	<p>Collection Validation Window for: –Class Size Collection</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Class Size will remain closed for post-collection validations.
MARCH 12 - 16	COLLECTION VALIDATION	<p>Collection Validation Window for: –Class Size Collection</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Districts will have an opportunity to make corrections to their Class Size submission as identified in the post-collection validations.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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MARCH 15	TEST ORDERING & REPORTING	ELPA Tests Completed January 11-31 posted to Student Centered Staging pending comprehensive quality assurance	<p>DISTRICT TEST COORDINATOR As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> – Verify that each LEP student has a score posted for the ELPA – Supply accommodations/modification codes if necessary – Notify Regional Assessment Support ESD Partner if a posted record is not from a district student <p>Notify <u>Regional Assessment Support ESD partner</u> if a student who completed the ELPA does not have a score in Student Staging.</p>
MARCH 15	TEST ORDERING & REPORTING	ELPA Preliminary Student Scores available in OAKS Online Reporting System	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OAKS Online systems, resulting in a centralized reporting system. – Information from OAKS Online reports should only be viewed as preliminary information. The only source for official scores is the ODE Student Centered Staging application.
MARCH 16	TEST ADMINISTRATION	<p>REMINDER: Last day for Online Winter Writing Performance Assessment testing (Grade 11 only, including Spanish)</p>	
MARCH 19	TEST ORDERING & REPORTING	<p>REMINDER: Last day for submitting orders for Paper-based Spring Writing Performance Assessment (Grade 11 only, including Spanish & Braille)</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – The Test Information Distribution Engine (TIDE) User Guide (available at http://www.ode.state.or.us/search/page/?=391) contains instructions on ordering paper-based writing tests, including Spanish and Braille forms.
MARCH 23		State Furlough Day	ODE support staff will be available for both OAKS and ELPA Assessments.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p>MARCH 26 – MAY 17</p>	<p>TEST ADMINISTRATION</p>	<p>Testing Window for OAKS Online Spring Writing Performance Assessment (Grade 11 only, including Spanish)</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Prior to student testing, update SSID records for students (<u>ONLY</u> update SSIDs for students actively enrolled in your district for the 2011-12 school year) <p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Provide all Test Administrators with Test Administration and Security Training, including experience with OAKS Online training environment. – Ensure that School Test Coordinators and Test Administrators have proper access to the OAKS Online system. – As test records are posted to Student Centered Staging on the ODE district secure website: – Verify the demographic information on the posted test record is correct. – Correct error records. – Collect information from Test Administrators about accommodation/modification codes that need to be applied to test records in Student Centered Staging. – Students may only test once per year and may not access both the online and the paper-based versions of the Writing Performance Assessment.
<p>MARCH 28 - 30</p>	<p>TEST ADMINISTRATION</p>	<p>OAKS Online Test Delivery System Offline</p>	<p>DISTRICT TEST COORDINATOR</p> <p>OAKS, ELPA, and Online Writing operational tests will be offline for maintenance from 6 a.m. PT on Wednesday, March 28 through 11:59 PT on Friday, March 30</p>
<p>MARCH 30</p>	<p>TEST ADMINISTRATION</p>	<p>OAKS Online Reporting Offline March 30</p>	<p>DISTRICT TEST COORDINATOR</p> <p>OAKS Online Reporting will be offline from 6 a.m. PT through 11:59 PT on Friday, March 30. All other OAKS systems, including practice tests, will remain available during this time.</p>
<p>APRIL 2012</p>			
<p>APRIL 2 - 4</p>	<p>TEST ADMINISTRATION</p>	<p>Paper-based OAKS Spring Writing Performance Assessment materials received by School Districts (Grade 11 only, including Spanish & Braille)</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Receive and inventory all test materials. If order quantities are incorrect, contact your Regional Assessment Support ESD partner. – Maintain the security of all test materials in accordance with Part IV – Test Security of the 2011-12 Test Administration Manual.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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BEGINS BY APRIL 5	TEST ORDERING & REPORTING	Winter Writing Performance Assessment student work available online through OAKS Online	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> – Create custom rosters in the Online Reporting System to view student records and download scanned student work. – Distribute student work to appropriate recipients. – Appeals of writing scores are due to ODE by June 1, 2012. For instructions refer to Appendix G– Requirements for OAKS Writing Performance Administration of the 2011-12 Test Administration Manual. – Copies will all be available online (in PDF format).
BEGINS BY APRIL 5	TEST ORDERING & REPORTING	Test records from Winter Writing Performance Assessment posted in Student Centered Staging Application on ODE district secure website	<p><i>DISTRICT TEST COORDINATOR</i></p> <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> – Verify that the demographic information on the posted test record is correct, including program participation. – Correct error records. – Supply modification codes if missing. – Notify your Regional Assessment Support ESD partner if a posted record is not from a district student. – Apply admin codes for students not enrolled during test window, home schooled students, etc.
APRIL 5 – MAY 3	REPORT VALIDATION	<p>Report Validation Window on ODE district secure website for:</p> <ul style="list-style-type: none"> –Staff FTE –Teacher Characteristics –Class Size 	<p><i>DATA SUBMITTER</i></p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page?id=211
APRIL 11 – MAY 17	TEST ADMINISTRATION	<p>Testing Window for OAKS Paper-based Spring Writing Performance Assessment (Grade 11 only, including Spanish & Braille)</p>	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> – Maintain security of all test materials during the testing window in accordance with Part IV – Test Security of the 2011-12 Test Administration Manual. – Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form for the 2011-12 school year prior to the administration of tests.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p>APRIL 12 (@ 2:00 PM)</p>	<p>DATA COLLECTION</p>	<p>WEBEX: THIRD PERIOD CUMULATIVE ADM</p>	<p>Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211</p>
<p>APRIL 13</p>	<p>TEST ORDERING & REPORTING</p>	<p>ELPA Tests Completed February 1-29 posted to Student Centered Staging</p>	<p>DISTRICT TEST COORDINATOR As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> – Verify that each LEP student has a score posted for the ELPA – Supply accommodations/modification codes if necessary – Notify Regional Assessment Support ESD if a posted record is not from a district student <p>Notify <u>Regional Assessment Support ESD partner</u> if a student who completed the ELPA does not have a score in Student Staging.</p>
<p>APRIL 13</p>	<p>TEST ORDERING & REPORTING</p>	<p>ELPA Preliminary Student Scores available in OAKS Online Reporting System</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE’s SSID and OAKS Online systems, resulting in a centralized reporting system. – Information from OAKS online reports should only be viewed as preliminary information. The only source for official scores is the ODE student centered staging application.
<p>APRIL 19 (@ 2:00 PM)</p>	<p>DATA COLLECTION</p>	<p>WEBEX: NCLB TITLE III LIMITED ENGLISH PROFICIENCY</p>	<p>Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211 Contact: Kim Miller (503) 947-5712 or kim.a.miller@state.or.us</p>
<p>APRIL 26</p>	<p>TEST ORDERING & REPORTING</p>	<p>REMINDER: End of Extended Assessments Testing Window Reading: All Grades Mathematics: All Grades Science: Grades 5, 8 & Grade 11 Writing: Grade 11 only</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Transmit results of Extended Assessments via Extended Assessment Application on ODE district secure website by May 18. Go to: https://district.ode.state.or.us/

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p>APRIL 26 – MAY 24</p>	<p>REPORT VALIDATION</p>	<p>Report Validation Window on ODE district secure website for:</p> <ul style="list-style-type: none"> –Institutions for AYP and Report Card –Bond Levy –ESD Support & General Fund Expenditures 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that relevant data is available for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Request, if desired, recognition as new school. See AYP Manual or Report Card Policy Manual for more details. Boundary change calculator posted at: http://www.ode.state.or.us/search/page/?=677. – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Videoconference Training related to ESD Support & General Fund Expenditures is available at https://district.ode.state.or.us/search/page/?id=211
<p>APRIL 26 – MAY 25</p>	<p>DATA COLLECTION</p>	<p>Collection Window for:</p> <ul style="list-style-type: none"> –3rd Period Cumulative ADM for 2011-12 (covering the period from July 1, 2011 to May 1, 2012) 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=246 – Submit collection with common fields and collection-specific fields accurately filled for all applicable students. – Correct any error records after file is processed. – Review collection summary report to verify data were submitted correctly. – When data complete and accurate click verify under Status Tracking. – Save a production download for your records. – Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=211
<p>APRIL 26 – JUNE 1</p>	<p>DATA COLLECTION</p>	<p>Collection Window for:</p> <ul style="list-style-type: none"> –NCLB Title III: Limited English Proficiency 2011-12 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=126 – Submit collection with common fields and collection-specific fields accurately filled for all applicable students. – Correct any error records after file is processed. – Review collection summary report to verify data were submitted correctly. – When data complete and accurate click verify under Status Tracking. – Save a production download for your records. – Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=211

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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MAY 2012			
MAY 2 (@ 2:00 PM)	DATA COLLECTION	WEBEX: ANNUAL CUMULATIVE ADM	Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211
BY MAY 3	TEST ADMINISTRATION	DTC Kits for OAKS Paper based Spring Writing Assessment delivered to Districts.	
MAY 3	REPORT VALIDATION	Report Validation Window closes for: —Staff FTE —Teacher Characteristics —Class Size	DATA SUBMITTER — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211
MAY 10	TEST ADMINISTRATION	REMINDER: Last day for ELPA testing	DISTRICT TEST COORDINATOR — Data for students tested on or after May 1, 2012 will be in student staging by June 15, 2012.
MAY 10	TEST ORDERING & REPORTING	REMINDER: Last day of Paper-based OAKS Spring Writing Performance Assessment is May 17.	
MAY 15	TEST ORDERING & REPORTING	ELPA Tests Completed March 1-31 posted to Student Centered Staging	DISTRICT TEST COORDINATOR As test records are posted to Student Centered Staging on the ODE district secure website — Verify that each LEP student has a score posted for the ELPA — Supply accommodations/modification codes if necessary — Notify Regional Assessment Support ESD partner if a posted record is not from a district student — Notify Regional Assessment Support ESD partner if a student who completed the ELPA does not have a score in Student Staging.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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MAY 15	TEST ORDERING & REPORTING	ELPA Preliminary Student Scores available in OAKS Online Reporting System	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE’s SSID and OAKS Online systems, resulting in a centralized reporting system. – Information from OAKS online reports should only be viewed as preliminary information. The only source for official scores is the ODE student centered staging application.
MAY 16 (@ 2:00 PM)	ACCOUNTABILITY REPORTS	WEBEX: AYP and Staging - Focus on editing and checking Staging, Third Period Cumulative ADM, and LEP data used for AYP	<p>Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211</p>
MAY 17	TEST ADMINISTRATION	<p>REMINDER: Last day for OAKS Paper-based Spring Writing Performance Assessment. (Grade 11 only, including Spanish & Braille)</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Maintain the security of all test materials in accordance with Part IV – Test Security of the 2011-12 Test Administration Manual. All testing materials must be collected and inventoried from schools. – Collect and inventory all test materials from school test coordinators and prepare testing materials for shipment to scoring sites. – Verify that materials are correctly packaged (refer to Appendix G– Requirements for OAKS Writing Performance Administration of the 2011-12 Test Administration Manual).
MAY 17	TEST ADMINISTRATION	<p>REMINDER: Last day of OAKS Online Spring Writing Performance Assessment testing window (Grade 11 only, including Spanish)</p>	
MAY 17 @ NOON	ACCOUNTABILITY REPORTS	<p>REMINDER: Last day for submitting requests for new school status due to boundary or grade changes</p>	<p>SUPERINTENDENT</p> <ul style="list-style-type: none"> – Send signed request for new school designation with supporting data to ODE. See http://www.ode.state.or.us/search/page/?id=677 or the AYP Manual for additional information.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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MAY 17 – JULY 13	DATA COLLECTION	Collection Window for: – Annual Cumulative ADM 2011-12 (covering the period from July 1, 2011 to June 30, 2012)	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=246 – Submit collection with common fields and collection-specific fields accurately filled for all applicable students. – Correct any error records after file is processed. – Review collection summary report to verify data were submitted correctly. – When data complete and accurate click verify under Status Tracking. – Save a production download for your records. – Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=211
MAY 18	DATA REPORTING	<p>REMINDER: Last day for transmitting Extended Assessment results to ODE</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Update SSID records for students prior to submitting assessment results. – Transmit results of Extended Assessments via Extended Assessment Application on ODE district secure website. Go to: https://district.ode.state.or.us/ <p><i>IMPORTANT: Extended Assessment results not transmitted by this date will be counted as non-participants in assessment and accountability reports.</i></p>
BY MAY 21	TEST ORDERING & REPORTING	All OAKS Online Multiple Choice student scores available for Reading, Mathematics, Science & Social Sciences (including Braille interface)	<p>DISTRICT TEST COORDINATOR</p> Final day of testing May 17. <ul style="list-style-type: none"> – Preliminary Student Scores available in OAKS Online Reporting System within 1 business day of test completion. Final day of testing May 17. – Records available in Student Centered Staging within 2 business days of test completion.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p>MAY 24 (@ 5:00 PM)</p>	<p>REPORT VALIDATION</p>	<p>Report Validation Window closes for:</p> <ul style="list-style-type: none"> —Institutions for AYP and Report Card —Bond Levy —ESD Support & General Fund Expenditures 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that relevant data is available for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Request, if desired, recognition as new school. See AYP Manual or Report Card Policy Manual for more details. Boundary change calculator posted at: http://www.ode.state.or.us/search/page/?=677. — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to ESD Support & General Fund Expenditures is available at https://district.ode.state.or.us/search/page/?id=211
<p>MAY 24 (@ 5:00 PM) - MAY 29</p>	<p>ACCOUNTABILITY REPORTS</p>	<p>Student Centered Staging, Secure Assessment Reports closed at 5 PM on May 24 for AYP processing</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — All Math and Reading records unavailable for download or editing — Student Reports will also be unavailable during this time to generate non-participation (virtual) records.
<p>MAY 25 (@ 11:59 PM)</p>	<p>DATA COLLECTION</p>	<p>Collection Window closes for:</p> <ul style="list-style-type: none"> —3rd Period Cumulative ADM for 2011-12 (covering the period from July 1, 2011 to May 1, 2012) 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Should have Third Period Cumulative ADM submitted (Collection opened April 26 to May 25; editing open June 4 to July 20)
<p>MAY 25</p>		<p>State Furlough Day</p>	<p>All ODE offices will be closed. ODE staff will be unavailable.</p>
<p>MAY 28</p>	<p>TEST ORDERING & REPORTING</p>	<p>REMINDER: Deadline for shipping Paper-based OAKS Spring Writing Performance Assessment to ODE vendor is June 4.</p>	
<p>MAY 28 – JUNE 3</p>	<p>DATA COLLECTION REVIEW</p>	<p>ODE Data Collection Review:</p> <ul style="list-style-type: none"> —3rd Period Cumulative ADM 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — The collection will be closed during this period for post-collection review by ODE.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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<p>MAY 30 – JUNE 1 (@ 5:00 PM)</p>	<p>DATA VALIDATION</p>	<p>Student Centered Staging open with virtuals generated from Spring Membership</p>	<p><i>DISTRICT TEST COORDINATOR</i> Review test records in Student Centered Staging to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> – Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. – Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. – Notify submitter of 3rd Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. – Notify submitter of English Language Proficiency Collection if Limited English Proficient data on test records are incorrect.
<p>JUNE 2012</p>			
<p>JUNE 1</p>	<p>TEST ADMINISTRATION</p>	<p>REMINDER: Appeals of winter writing scores are due to ODE (Grade 11 only)</p>	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> – Appeals of winter writing scores are due to ODE by June 1, 2012. For instructions refer to Appendix G– Requirements for OAKS Writing Performance Administration of the 2011-12 Test Administration Manual. – Appealed winter writing scores will be available in Student Centered Staging by June 29, 2012.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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JUNE 1	DATA COLLECTION	<p>Last date for changes to be included in initial posting of pre-preliminary AYP reports:</p> <ul style="list-style-type: none"> —Assessment test records —3rd Period Cumulative ADM 2011-12 —NCLB Title III: Limited English Proficiency 	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> — Verify that the demographic information on posted test records is correct. — Correct error records. — Supply modification/administration codes if necessary. — Notify Regional Assessment Support ESD partner if a posted record is not from a district student. — Apply admin codes for students not enrolled during test window, home schooled, students, etc. <p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Should have Student Centered Staging errors and edits completed for Pre-Preliminary Preview 1 of 4 (Additional editing available June 5 through July 20.) — Should have Third Period Cumulative ADM submitted (Collection opened April 26 to May 24; open for editing June 4 to June 13; open by request only June 14 to July 20) — Should have NCLB Title III Limited English Proficient submitted (Collection opened April 26 to June 1; open for editing June 14 to June 20)
JUNE 1 - 4	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports closed at 5 PM on June 1 for AYP processing	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — All Math and Reading records unavailable for download or editing — Student Reports will also be unavailable during this time.
JUNE 4	TEST ORDERING & REPORTING	<p>REMINDER: Deadline for shipping Paper-based Spring Writing Performance Assessment to ODE vendor</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — Verify that all test materials are correctly packaged for return shipment to ODE vendor (refer to Appendix G– Requirements for OAKS Writing Performance Administration of the 2011-12 Test Administration Manual). <p>IMPORTANT: <i>Spring Writing Assessments not shipped by this date will be counted as non-participants in assessment and accountability reports.</i></p>
JUNE 4 - 13	DATA COLLECTION AUDIT REVIEW	<p>District Data Collection Audit Review window for:</p> <ul style="list-style-type: none"> —3rd Period Cumulative ADM 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — The collection will be open during this period to allow districts to verify data warnings on the collection audits review list and correct their data submission.

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p>JUNE 7</p>	<p>REPORT VALIDATION</p>	<p>Reports posted on ODE district secure website (Preview 1 of 4):</p> <ul style="list-style-type: none"> —Pre-preliminary school and district AYP reports —Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) 	<p><i>DISTRICT TEST COORDINATOR</i></p> <p>Review pre-preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> — Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. — Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. — Notify submitter of 3rd Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. — For Frequently Asked Questions about AYP: http://www.ode.state.or.us/apps/faqs/index.aspx?=39 <p><i>DATA SUBMITTER</i></p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — The aggregate counts of the Spring Membership extract will be shown to districts to verify. Districts will have the opportunity to reopen 3rd Period Cumulative ADM to correct any data. Spring Membership data shown on the June 7 preview will be from May 24 or earlier. — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=211
<p>JUNE 7 – JULY 5</p>	<p>REPORT VALIDATION</p>	<p>Report Card data elements (refreshed based on 3rd Period Cumulative ADM Collection):</p> <ul style="list-style-type: none"> —English Language Learners —Students Attending In/From Another District 	<p><i>DATA SUBMITTER</i></p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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JUNE 7 – JULY 20	REPORT VALIDATION	<p>Report Card data elements (refreshed based on 3rd Period Cumulative ADM Collection):</p> <ul style="list-style-type: none"> – Student Attendance 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission.
JUNE 8	TEST ORDERING & REPORTING	<p>Test records from Extended Assessments available in the Student Centered Staging Application on the ODE district secure website</p>	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> – Verify that the demographic information on posted test records are correct, including program participation. – Correct error records. – Supply modification/administration codes if necessary. – Notify Regional Assessment Support ESD partner if a posted record is not from a district student. – Apply admin codes for students not enrolled during test window, home schooled students, etc.
JUNE 13 (@ 2:00 PM)	ACCOUNTABILITY REPORTS	<p>WEBEX: AYP and Other Indicators - Focus on the AYP report, new calculations for Math and Graduation</p>	<p>Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211</p>
JUNE 13	DATA COLLECTION AUDIT REVIEW	<p>District Data Collection Audit Review window closes for:</p> <ul style="list-style-type: none"> – 3rd Period Cumulative ADM 	<p>DATA SUBMITTER</p> <p>The collection with audits review list identifying data warnings will be closed. Collection available for editing by request only between June 14 to July 20.</p>
JUNE 14 – JUNE 20	DATA COLLECTION	<p>Last Collection Editing Window for:</p> <ul style="list-style-type: none"> – NCLB Title III: Limited English Proficiency 2011-12 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=126 – Adjust records for Exiting based on ELPA test results – Review collection summary report to verify data were submitted correctly. – When data complete and accurate click verify under Status Tracking. – Save a production download for your records. – Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=211 <p>Contact: Kim Miller (503) 947-5712 or kim.a.miller@state.or.us</p>

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 15	TEST ORDERING & REPORTING	ELPA Tests Completed April 1 – May 10 posted to Student Centered Staging	<p><i>DISTRICT TEST COORDINATOR</i> As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> – Verify that each LEP student has a score posted for the ELPA – Supply accommodations/modification codes if necessary – Notify Regional Assessment Support ESD if a posted record is not from a district student <p>Notify <u>Regional Assessment Support ESD partner</u> if a student who completed the ELPA does not have a score in Student Staging.</p>
JUNE 15	TEST ORDERING & REPORTING	ELPA Preliminary Student Scores available in OAKS Online Reporting System	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> – The OAKS Online reporting system allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE’s SSID and OAKS Online systems, resulting in a centralized reporting system. – Information from OAKS online reports should only be viewed as preliminary information. The only source for official scores is the ODE student centered staging application.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 19	REPORT VALIDATION	<p>Reports refreshed on ODE district secure website (Preview 2 of 4):</p> <ul style="list-style-type: none"> —Pre-preliminary school and district AYP reports —Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) 	<p>DISTRICT TEST COORDINATOR</p> <p>Review pre-preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> — Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. — Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. — Notify submitter of 3rd Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. — For Frequently Asked Questions about AYP: http://www.ode.state.or.us/apps/faqs/index.aspx?=39 <p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — The aggregate counts of the Spring Membership extract will be shown to districts to verify. Districts will have the opportunity to reopen 3rd Period Cumulative ADM to correct any data. Spring Membership data shown on the June 19 preview will be from June 15 or earlier. — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=211
JUNE 20	DATA COLLECTION	<p>Last Day for editing/changes to Collection for:</p> <ul style="list-style-type: none"> —NCLB Title III: Limited English Proficiency 2011-12 	<p>Contact: Kim Miller (503) 947-5712 or kim.a.miller@state.or.us</p>
BY JUNE 29	TEST ORDERING & REPORTING	<p>Appealed Winter Writing scores available in Student Centered Staging</p>	

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 2012			
BEGINS BY JULY 1	TEST ORDERING & REPORTING	Spring Writing Performance Assessment student work available online	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Create custom rosters in the online reporting system to view student records and download scanned student work. – Distribute student work to appropriate recipients. – Appeals of writing scores are due to ODE by September 28, 2012. For instructions refer to Appendix G– Requirements for OAKS Writing Performance Administration of the 2011-12 Test Administration Manual. – Copies will all be available online (in PDF format).
BEGINS BY JULY 1	TEST ORDERING & REPORTING	Test records from Spring Writing Performance Assessment posted in Student Centered Staging Application on ODE district secure website	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> – Verify that the demographic information on the posted test record is correct, including program participation. – Correct error records. – Supply modification codes if missing. – Notify your Regional Assessment Support ESD partner if a posted record is not from a district student. – Apply admin codes for students not enrolled during test window, home schooled students, etc.
JULY 5	REPORT VALIDATION	<p>Report Validation Window closes for Report Card data elements (refreshed based on 3rd Period Cumulative ADM Collection):</p> <ul style="list-style-type: none"> –English Language Learners –Students Attending In/From Another District 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission.
JULY 5 - AUGUST 2	REPORT VALIDATION	<p>Report Validation Window opens for:</p> <ul style="list-style-type: none"> –Staff Assignment –Highly Qualified Teachers (HQT) –Emergency Certification 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 10	REPORT VALIDATION	<p>Reports refreshed on ODE district secure website (Preview 3 of 4):</p> <ul style="list-style-type: none"> —Pre-preliminary school and district AYP reports —Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) 	<p>DISTRICT TEST COORDINATOR</p> <p>Review pre-preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> — Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. — Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. — Notify submitter of 3rd Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. — For Frequently Asked Questions about AYP: http://www.ode.state.or.us/apps/faqs/index.aspx?=39 <p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — The aggregate counts of the Spring Membership extract will be shown to districts to verify. Districts will have the opportunity to reopen 3rd Period Cumulative ADM to correct any data. Spring Membership data shown on the July 10 preview will be from July 6 or earlier. — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=211
JULY 13 - 22	DATA COLLECTION	<p>Collection Window closes for:</p> <ul style="list-style-type: none"> —Annual Cumulative ADM 2011-12 (covering the period from July 1, 2011 to June 30, 2012) 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — The collection will be closed during this period for post-collection review. (Collection will be reopened for all districts to review the audits list July 23 to August 3. After August 3, collection available for editing by request only.)

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 17	REPORT VALIDATION	<p>Reports refreshed on ODE district secure website (Preview 4 of 4):</p> <ul style="list-style-type: none"> —Pre-preliminary school and district AYP reports —Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) 	<p>DISTRICT TEST COORDINATOR</p> <p>Review pre-preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> — Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. — Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. — Notify submitter of 3rd Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. — For Frequently Asked Questions about AYP: http://www.ode.state.or.us/apps/faqs/index.aspx?=39 <p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — The aggregate counts of the Spring Membership extract will be shown to districts to verify. Districts will have the opportunity to reopen 3rd Period Cumulative ADM to correct any data. Spring Membership data shown on the JULY 17 preview will be from JULY 13 or earlier. — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page?id=211
JULY 19 – 26	REPORT VALIDATION	<p>Report Validation Window on ODE district secure website for:</p> <ul style="list-style-type: none"> —Persistently Dangerous Schools (based on Discipline Incidents Collection) 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page?id=211

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 20	REPORT VALIDATION	Report Validation Window closes for: —Student Attendance	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — All data submitted through JULY 20 will be included in Preliminary AYP reports. Preliminary AYP reports will be released to the public on AUGUST 1 PENDING ESEA WAIVER APPROVAL. — Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=211
JULY 20	DATA COLLECTION	<p>Last date for changes to be included in posting of preliminary AYP reports:</p> <ul style="list-style-type: none"> —Assessment test records —3rd Period Cumulative ADM 2011-12 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Review pre-preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics.
JULY 20 (@ 5 PM) – JULY 25	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports closed at 5 PM on July 20 for AYP processing	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> — All Math and Reading records unavailable for download or editing — Student Reports will also be unavailable during this time.
JULY 23 – AUGUST 3	DATA COLLECTION AUDIT REVIEW	<p>District Data Collection Audit Review window for:</p> <ul style="list-style-type: none"> —Annual Cumulative ADM 2011-12 (covering the period from July 1 to June 30) 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — The collection will be open during this period to allow districts to verify and correct their data submission. (Collection will be reopened for all districts to review the audits list July 23 to August 3. After August 3, collection available for editing by request only.)
JULY 26	REPORT VALIDATION	Report Validation Window closes for: —Persistently Dangerous Schools (based on Discipline Incidents Collection)	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 26	ACCOUNTABILITY REPORTS	Preliminary school and district AYP designations for preview on ODE district website prior to public release (NOTE: The Preliminary AYP may be reconfigured and corresponding Title I sanctions may change pending approval of Oregon's ESEA waiver submission.)	<p>DISTRICT TEST COORDINATOR</p> <p>If the district has made changes to student level data collections or assessment test records after JUNE 1:</p> <ul style="list-style-type: none"> – Review preliminary reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics: – Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. – Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. – Notify submitter of 3rd Period Cumulative ADM Collection if TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. – Notify submitter of English Language Proficiency Collection if Limited English Proficient data on test records is incorrect. – Review/download summary results at https://district.ode.state.or.us/apps/acctrpt/Default.aspx <p>SUPERINTENDENT</p> <ul style="list-style-type: none"> – Prepare local press release, if necessary.
AUGUST 2012			
AUGUST 1	ACCOUNTABILITY REPORTS	Public release of preliminary AYP designations for all schools and districts on the ODE public website (NOTE: The Preliminary AYP may be reconfigured and corresponding Title I sanctions may change pending approval of Oregon's ESEA waiver submission.)	
AUGUST 1 – AUGUST 16 (11:59PM)	ACCOUNTABILITY REPORTS	Requests by districts for AYP data reviews prior to final designation of AYP	<p>SUPERINTENDENT:</p> <ul style="list-style-type: none"> – Request review (substantive appeal) via letter of school AYP designation if data cannot be corrected by editing test records or collections.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 2	REPORT VALIDATION	<p>Report Validation Window closes for:</p> <ul style="list-style-type: none"> —Staff Assignment —Highly Qualified Teachers (HQT) —Emergency Certification 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx — Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. — Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=211
AUGUST 3	DATA COLLECTION AUDIT REVIEW	<p>District Data Collection Audit Review window closes for:</p> <ul style="list-style-type: none"> —Annual Cumulative ADM 2011-12 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> — The collection will be closed to audit reviews. (After August 3, collection available for editing by request only.)
AUGUST 16-20	REPORT VALIDATION	<p>Validation Window for Assessment Group Reports for 2011-12 (to be released to the public and press release on August 27, 2012)</p>	<p>DISTRICT TEST COORDINATOR</p> <p>If the district has made changes to assessment test records after July 20:</p> <ul style="list-style-type: none"> — Review preliminary Secure PAGR (Public Assessment Group Reports) posted on the ODE district secure website to verify that demographic information in report reflects student demographics. — Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc.
AUGUST 17		State Furlough Day	All ODE offices will be closed. ODE staff will be unavailable.
AUGUST 20	DATA COLLECTION	<p>Last date for changes to be included in Final AYP reports:</p> <ul style="list-style-type: none"> —Assessment test records —3rd Period Cumulative ADM 2011-12 	<p>DISTRICT TEST COORDINATOR</p> <p>If the district has made changes to assessment test records after July 20:</p> <ul style="list-style-type: none"> — Review preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics. — Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. — Districts over the 1% cap on alternate assessments must flag test records in Student Staging to come into compliance. — Schools with preliminary AYP designations of “pending” submit additional local assessment data.

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p>AUGUST 20 (@ 11:59 PM) - 27</p>	<p>ACCOUNTABILITY REPORTS</p>	<p>Student Centered Staging, Secure Assessment Reports closed at 11:59 PM on August 20 for Final AYP processing</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – All Math and Reading records unavailable for download or editing – All Math and Reading records will remain read-only after August 27, 2011 – Student Reports will also be unavailable during this time.
<p>AUGUST 27</p>	<p>DATA REPORTING</p>	<p>REMINDER: Assessment Group Reports for 2011-12 released to the public and press release</p>	<p>SUPERINTENDENT</p> <ul style="list-style-type: none"> – Prepare local press release, if necessary.
<p>AUGUST 28</p>	<p>ACCOUNTABILITY REPORTS</p>	<p>Final school and district AYP reports available for preview on ODE district secure website</p> <p>(NOTE: The Final AYP may be reconfigured and corresponding Title I sanctions may change pending approval of Oregon’s ESEA waiver submission.)</p>	<p>SUPERINTENDENT</p> <ul style="list-style-type: none"> – Review final AYP report for implementation of substantive appeal if submitted and approved.
<p>AUGUST 30</p>	<p>ACCOUNTABILITY REPORTS</p>	<p>Final AYP Report posted on ODE public website</p> <p>(NOTE: The Final AYP may be reconfigured and corresponding Title I sanctions may change pending approval of Oregon’s ESEA waiver submission.)</p>	<p>SUPERINTENDENT</p> <ul style="list-style-type: none"> – Prepare local press release, if necessary.
<p>SEPTEMBER 2012</p>			
<p>SEPTEMBER 6 - 13</p>	<p>REPORT VALIDATION</p>	<p>Report Validation Window on ODE district secure website for:</p> <ul style="list-style-type: none"> –SAT Scores 	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx <p>DATA SUBMITTER</p> <ul style="list-style-type: none"> – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. – Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=211

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 13	ACCOUNTABILITY REPORTS	District preview of preliminary 2011-12 school and district Report Cards, including final AYP designations and supporting detail sheets, on ODE district secure website. (Preview 1 of 2)	DISTRICT TEST COORDINATOR – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx – Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission.
SEPTEMBER 13	REPORT VALIDATION	Report Validation Window closes for: –SAT Scores	DATA SUBMITTER – Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx
SEPTEMBER 27	ACCOUNTABILITY REPORTS	Final School & District Report Cards and Report Card detail sheets available on District secure web site (Preview 2 of 2)	
SEPTEMBER 30	TEST ADMINISTRATION	REMINDER: Appeals of Spring Writing scores are due to ODE	DISTRICT TEST COORDINATOR – Appeals of Spring Writing scores are due to ODE by September 30, 2012. For instructions refer to Appendix G– Requirements for OAKS Writing Performance Administration of the 2011-12 Test Administration Manual).
OCTOBER 2012			
OCTOBER 4	ACCOUNTABILITY REPORTS	Final School & District Report Cards and Report Card detail sheets posted on ODE public web site	SUPERINTENDENT – Prepare local press release, if necessary. DISTRICT TEST COORDINATOR – Download school and district report cards for 2011-12 for distribution to parents prior to January 15, 2013. Go to http://www.ode.state.or.us/data/reportcard/reports.aspx
OCTOBER 12	TEST ORDERING & REPORTING	Appealed Spring Writing scores available in Student Centered Staging Application on ODE district secure website	
OCTOBER 12	ACCOUNTABILITY REPORTS	How to read report card documents in English and Spanish posted on public website	– Documents posted to http://www.ode.state.or.us/search/page/?=661

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 18 – NOVEMBER 16	DATA COLLECTION	Collection window for: –Cumulative ADM Exit Adjustment 2011-12	DATA SUBMITTER – Review and update end date codes, diploma type codes, withdrawal factors, and essential skills fields in 2011-12 Annual Cumulative ADM data. See training at https://district.ode.state.or.us/search/page/?id=211
OCTOBER 19		State Furlough Day	All ODE offices will be closed. ODE staff will be unavailable.
OCTOBER (DATE TBD)	ACCOUNTABILITY REPORTS	Preliminary Essential Skills Report securely distributed to districts	

2010-11 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS

Updated 5/6/2011

District Web Site: <https://district.ode.state.or.us>

ODE Public Site: <http://www.ode.state.or.us>

Reporting of Statewide Assessment Results

	Preliminary Student Scores available in OAKS Online Reporting System	Records available on District Web Site for: Downloading & Editing (Student Centered Staging) Individual Student Reports & Class Rosters (Secure Assessment Reports)
OAKS Online K/S (Math, Reading, Science, Social Sciences)	Within 1 business day of test completion	October 26, 2010
OAKS Online Writing – Winter*	March 2011	March 2011
Paper-Pencil Writing – Winter *	April 2011	April 2011
OAKS Braille (Math, Reading, Science)	N/A	May 27, 2011
Extended Assessments (Math, Reading, Science, Science Field Test, Writing)	N/A	June 10, 2011
OAKS Online Writing – Spring**	June 2011	June 2011
Paper-Pencil Writing – Spring**	June 2011	June 2011
ELPA (English Language Proficiency Assessments)	March 15, 2011 April 15, 2011 May 13, 2011 June 15, 2011 July 1, 2011	March 15, 2011 April 15, 2011 May 13, 2011 June 15, 2011 July 1, 2011
<p>* Appeals of winter writing scores are due to ODE by June 1, 2011. Appealed winter writing scores will be available in Student Centered Staging by July 1, 2011. ** Appeals of spring writing scores are due to ODE by September 30, 2011. Appealed spring writing scores will be available in Student Centered Staging by October 14, 2011.</p>		
Student Centered Staging Down Time (Math & Reading closed for downloading or editing) Student Reports will also be unavailable during this time	May 27 (5:00 PM) – May 31, 2011 (processing for AYP Pre-Preliminary) June 3 (5:00 PM) – June 6, 2011 (processing for AYP Pre-Preliminary) July 23-27, 2011 (processing for AYP Preliminary) August 20-29, 2011 (processing for AYP Final)	
	<u>Secure Assessment Group Reports</u> (SAGR) available on District WEB (unsuppressed)	<u>Public Assessment Group Reports</u> (PAGR) available on ODE public web site (suppressed)
Group Reports – Preliminary (Preview for districts only)	August 15, 2011 (click on "Secure PAGR" link)	
Group Reports – Final	August 29, 2011	August 29, 2011

2010-11 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS

Updated 5/6/2011

District Web Site: <https://district.ode.state.or.us>

ODE Public Site: <http://www.ode.state.or.us>

Reporting of AYP and Report Cards

<p>Report Card Data Elements -Spring Validation available on District secure web site</p>	<p>April 28 – July 22, 2011 (For complete schedule: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=10)</p>
<p>AYP Report – Pre-Preliminary for Preview Pre-preliminary School & District AYP Reports and Report Card detail sheets available on District secure web site</p>	<p>June 7, 2011 Refresh – June 14; June 21; July 12; July 19 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in Preliminary AYP, Report Cards</p>	<p>July 22, 2011</p>
<p>AYP Report – Preliminary for Preview prior to posting Preliminary School & District AYP Reports and Report Card detail sheets available on District secure web site</p>	<p>July 28, 2011 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>AYP Report – Preliminary posted Preliminary School & District AYP Reports and Report Card detail sheets posted on ODE public web site</p>	<p>August 2, 2011 http://www.ode.state.or.us/data/reportcard/reports.aspx</p>
<p>LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in FINAL AYP, Report Cards</p>	<p>August 19, 2011</p>
<p>AYP Report – Final for Preview Final School & District AYP Reports available on District secure web site</p>	<p>September 1, 2011 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>Report Card Data Elements -Fall Validation available on District secure web site</p>	<p>September 8-15, 2011 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>AYP Report – Final posted Final School & District AYP Reports posted on ODE public web site</p>	<p>September 8, 2011 http://www.ode.state.or.us/data/reportcard/reports.aspx</p>
<p>Report Card – Preliminary for Preview Preliminary School & District Report Cards available on District secure web site</p>	<p>September 15, 2011 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>Report Card – Final for Preview Final School & District Report Cards and Report Card detail sheets available on District secure web site</p>	<p>October 3, 2011 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>Report Card – Final posted Final School & District Report Cards and Report Card detail sheets posted on ODE public web site</p>	<p>October 6, 2011 http://www.ode.state.or.us/data/reportcard/reports.aspx</p>

2011-2012 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS
Updated 3/30/2012

District Web Site: <https://district.ode.state.or.us>

ODE Public Site: <http://www.ode.state.or.us>

Reporting of Statewide Assessment Results

	Preliminary Student Scores available in OAKS Online Reporting System	Records available on District Web Site for: Downloading & Editing (Student Centered Staging)	Downloading & Reporting (Assessment Warehouse Extract) Individual Student Reports & Class Rosters (Secure Assessment Reports)
OAKS Online K/S – including OAKS Braille (Math, Reading, Science, Social Sciences)	Within 1 business day of test completion	Within 2 business days of test completion	Within 3 business days of test completion
OAKS Writing – Winter*	April 2012	April 2012	April 2012
Extended Assessments (Math, Reading, Science, Writing)	N/A	June 8, 2012	June 9, 2012
OAKS Writing – Spring**	June- July 2012	June- July 2012	June- July 2012
ELPA (English Language Proficiency Assessments)	March 15, 2012 April 13, 2012 May 15, 2012 June 15, 2012	March 15, 2012 April 13, 2012 May 15, 2012 June 15, 2012	March 16, 2012 April 14, 2012 May 16, 2012 June 16, 2012

* Appeals of winter writing scores are due to ODE by June 1, 2012. Appealed winter writing scores will be available in Student Centered Staging by June 29, 2012.
** Appeals of spring writing scores are due to ODE by September 30, 2012. Appealed spring writing scores will be available in Student Centered Staging by October 12, 2012.

Student Centered Staging Down Time (Math & Reading closed for downloading or editing) <i>Student Reports will also be unavailable during this time</i>	May 24 (5:00 PM) – May 29, 2012 (processing for AYP Pre-Preliminary) June 1 (5:00 PM) – June 4, 2012 (processing for AYP Pre-Preliminary) July 20 (5:00 PM) – July 25, 2012 (processing for AYP Preliminary) August 20 (11:59 PM) – August 26 , 2012 (processing for AYP Final)
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	Secure Assessment Group Reports (SAGR) available on District WEB (unsuppressed)	Public Assessment Group Reports (PAGR) available on ODE public web site (suppressed)
Group Reports – Preliminary (Preview for districts only)	August 16, 2012 (click on “Secure PAGR” link)	
Group Reports – Final	TBD	August 27 , 2012

2011-2012 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS
Updated 3/30/2012

District Web Site: <https://district.ode.state.or.us>

ODE Public Site: <http://www.ode.state.or.us>

Reporting of AYP and Report Cards

<p>Report Card Data Elements -Spring Validation available on District secure web site</p>	<p align="right">April 5 – August 2, 2012 (For complete schedule: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=10)</p>
<p>AYP Report – Pre-Preliminary for Preview Pre-preliminary School & District AYP Reports and Report Card detail sheets available on District secure web site</p>	<p align="right">June 7, 2012 Refresh – June 12; July 10; July 17 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in Preliminary AYP, Report Cards</p>	<p align="right">July 20, 2012</p>
<p>AYP Report – Preliminary for Preview prior to posting Preliminary School & District AYP Reports and Report Card detail sheets available on District secure web site</p>	<p align="right">July 26, 2012 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>AYP Report – Preliminary posted Preliminary School & District AYP Reports and Report Card detail sheets posted on ODE public web site</p>	<p align="right">August 1, 2012 http://www.ode.state.or.us/data/reportcard/reports.aspx</p>
<p>LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in FINAL AYP, Report Cards</p>	<p align="right">August 20, 2012</p>
<p>AYP Report – Final for Preview Final School & District AYP Reports available on District secure web site</p>	<p align="right">August 28, 2012 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>AYP Report – Final posted Final School & District AYP Reports posted on ODE public web site</p>	<p align="right">August 30, 2012 http://www.ode.state.or.us/data/reportcard/reports.aspx</p>
<p>Report Card Data Elements -Fall Validation available on District secure web site</p>	<p align="right">September 6-13, 2012 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>Report Card – Preliminary for Preview Preliminary School & District Report Cards available on District secure web site</p>	<p align="right">September 13, 2012 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>Report Card – Final for Preview Final School & District Report Cards and Report Card detail sheets available on District secure web site</p>	<p align="right">September 27, 2012 https://district.ode.state.or.us/apps/acctrpt/Default.aspx</p>
<p>Report Card – Final posted Final School & District Report Cards and Report Card detail sheets posted on ODE public web site</p>	<p align="right">October 4, 2012 http://www.ode.state.or.us/data/reportcard/reports.aspx</p>

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

Revision History:

Date	Description	Page(s)
9/6/2011	Added: Phone number for Accountability Reports Data Owner Kevin Hamler-Dupras 503-947-5828 .	2
9/6/2011	Added: MJ Chain as Data Collection Support contact for Region 2	2
9/6/2011	Added: " WebEx: Braille Interface of OAKS Online August 17, 1-3 pm "	8
9/6/2011	Changed: Date "Final school & district AYP reports available for preview on ODE district secure website" from August 29 to September 1 .	9 & 50
9/6/2011	Changed: Date "Final AYP Report posted on ODE public website" from September 1 to September 8 .	9 & 50
9/6/2011	Changed: Date "Report Validation Window on ODE district secure website for SAT Scores" from September 8-15 to September 15-22 .	10
9/6/2011	Added: Multiple dates and details -- " OAKS Online Braille Interface Training for Teachers of the Visually Impaired and Test Administrators 9/19 – 9/22 ."	11
9/6/2011	Added: Dates for "New Extended Assessment Qualified Trainer Training" November 3,10,15 &17	14
9/6/2011	Added: Mandatory State Furlough Days of 9/16/2011, 11/25/2011, 3/23/2012, 5/25/2012, 8/17/2012 & 10/19/2012 .	Various
9/6/2011	Added: Date "Test records from Winter Writing Performance Assessment posted in Student Centered Staging Application on ODE district secure website" Begins by April 5 .	26
9/6/2011	Added: Date "Winter Writing Performance Assessment student work available online through OAKS Online" Begins by April 5 ".	26
9/6/2011	Added: Date "Test records from Spring Writing Performance Assessment posted in Student Centered Staging Application on ODE district secure website" Begins by July 1 .	39
9/6/2011	Added: Date "Test records from Spring Writing Performance Assessment student work available online through OAKS Online" Begins by July 1 .	40
10/3/2011	Changed: Regional Assessment Support ESD Partners contact information for Regions 1 & 3.	2
10/3/2011	Added: Locations for Extended Assessment Qualified Trainer Training.	14
10/3/2011	Changed: Window for district audit review of 1st Period Cumulative ADM from November 7 – 11 to November 7 - 16	15 & 16
10/3/2011	Replaced: Event type "Collection Validation" with "Collection Review " for 1 st , 2 nd , 3 rd & Annual Cum ADM. Also revised event summary and description.	Various
10/3/2011	Replaced: Event type "Collection Validation" with " Audit Review " for 1 st , 2 nd , 3 rd & Annual Cum ADM. Also revised event summary and description.	Various
10/3/2011	Changed: link to Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=211	17
10/3/2011	Changed: Window for district audit review of 2 nd Period Cumulative ADM from January 23-27 to January 23 – February 1 .	20 & 21
10/3/2011	Changed: Window for district audit review of 3rd Period Cumulative ADM from June 4 – 15 to June 4 - 13 .	33 & 36
10/3/2011	Changed: Month for "Preliminary Essential Skills Report posted on ODE public website" from August to October , date remains TBD	48
11/1/2011	Added: Report Validation window for: NCES Dropout Report and HS Completer Report for 10-11 October 27 – November 17 .	13 & 16
11/1/2011	Revised: Report Validation window for: Graduation Cohort 4-year and 5-year Reports for 10-11 November 3 – December 1 .	14 & 16
11/1/2011	Added: " Banked " High School test records that met or exceeded in a prior year available in OAKS Online Reporting System (Reading, Mathematics, Science, and Writing) on November 8 .	15
11/1/2011	Added: " Banked " High School test records that met or exceeded in a prior year available in Student Centered Staging and Assessment Warehouse Extract (Reading, Mathematics, Science, and Writing) on November 10 .	15
11/1/2011	Changed: Comments for State Furlough Day on 3/24. ODE support staff will be available for both OAKS and ELPA Assessments .	25
11/1/2011	Changed: Date "Appeals of Spring Writing scores are due to ODE" from September 28 to September 30 .	48

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

Date	Description	Page(s)
12/7/2011	Changed: Date "Fall Membership Preview 1 distributed to Districts" from December 1-2 to <u>December 19-20.</u>	17
12/7/2011	Added: " <u>Report Validation window for: Fall Membership -- December 20 – January 30.</u> "	18
12/7/2011	Changed: Date "Fall Membership Preview 2 distributed to Districts" from January 4 - 6 to <u>January 3 – 6.</u>	18
12/7/2011	Added: " <u>Fall Membership Preview 3 distributed to Districts January 17 – 20.</u> "	20
12/7/2011	Added: Notes to District Role & Responsibility " <u>Changes to enrollment submissions must be made in 1st period Cumulative ADM before January 30th in order to be reflected in the Final Preview and Final Fall Membership Report.</u> "	21
12/7/2011	Removed: 2010-11 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS - Reporting of Statewide Assessment Results, AYP & RC	N/A
12/7/2011	Added: Dates " <u>Report Validation Window closes for: Staff Assignment, Highly Qualified Teachers, (HQT) Emergency Certification July 5 – August 10</u> "	40
12/7/2011	Added: Dates "Report Card data elements (refreshed based on 3 rd Period Cumulative ADM Collection): English Language Learners, Students Attending In/From Another District, Student Attendance on " <u>June 5, 12 & 19, July 10 & 17</u> "	Various
1/13/2012	Changed date and description: PREVIEW of <u>Final 2010-11 Dropout and Cohort Graduation Rate reports posted to the ODE district secure website January 12, 2012.</u>	19
1/13/2012	Changed date: "DTC Kits for OAKS Paper based Winter Writing Assessment delivered to Districts" from February 16 to <u>February 9.</u>	22
1/13/2012	Added: <u>OAKS Online TA and Student Interfaces Offline for Scheduled Maintenance during Spring Break. The OAKS Online Reporting System and TIDE will remain available during this time. March 26 - 30</u>	24
1/13/2012	Changed date: "DTC Kits for OAKS Paper based Spring Writing Assessment delivered to Districts by May 10" to " <u>May 3.</u> "	28
3/30/2012	Changed all event types of "Audit Review" to " <u>Data Collection Audit Review</u> "	Various
3/30/2012	Changed all event types of "Collection Review" to " <u>Data Collection Review</u> "	Various
3/30/2012	Changed Report Card Validation owner to <u>Jon Wiens</u>	2
3/30/2012	Added event: <u>First Period Cumulative ADM WebEx on September 15 @ 2:00 PM and videoconference link</u>	9
3/30/2012	Added event: <u>Second Period Cumulative ADM WebEx on December 1 @ 2:00 PM and videoconference link</u>	16
3/30/2012	Changed date: 2010-11 Dropout and Cohort Graduation Rate reports released to the public, from March 13 to <u>January 27</u>	21
3/30/2012	Changed dates: OAKS Online Test Delivery System Offline, from March 26-30 to <u>March 28-30</u>	25
3/30/2012	Added event: <u>OAKS Online Reporting Offline on March 30</u>	25
3/30/2012	Changed dates: Report Validation Window on ODE district secure website for <i>Staff FTE, Teacher Characteristics & Class Size</i> , from July 5 – Aug 10 to <u>April 5- May 3</u> ; corrected videoconference link.	26
3/30/2012	Added event: <u>Third Period Cumulative ADM WebEx on April 12 @ 2:00 PM and videoconference link</u>	27
3/30/2012	Added event: <u>NCLB Title III LEP WebEx on April 19 @ 2:00 PM, contact information and videoconference link</u>	27
3/30/2012	Changed date: Report Validation Window closing date for <i>Institutions for AYP & Report Card, Bond Levy, ESD Support & General Fund Expenditures</i> , from May 25 to <u>May 24</u> . Removed <i>Videoconferencing Facilities</i> collection. Removed comments to Data Submitter "if more than 40% of student population is new to the school due to boundary changes." Added comments including videoconference link to <i>ESD Support & General Fund Expenditures</i> .	28, 32
3/30/2012	Added event: <u>Annual Cumulative ADM WebEx on May 2 @ 2:00 PM and videoconference link</u>	29

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

Date	Description	Page(s)
3/30/2012	Changed date: Report Validation Window closing date for <i>Staff FTE, Teacher Characteristics & Class Size</i> , from August 10 to <u>May 3</u> ; corrected videoconference link	29
3/30/2012	Changed date: WebEx for AYP and Staging - Focus on editing and checking Staging, Third Period Cumulative ADM, and LEP data used for AYP, from May 24 to <u>May 16</u> ; corrected videoconference link	30
3/30/2012	Changed date: Student Centered Staging is closed for AYP processing, from May 25 to <u>May 24 (@ 5 PM)</u> – May 29; added comments	32
3/30/2012	Added comments regarding collection window closing date for 3 rd Period Cumulative ADM for Data Submitter	32
3/30/2012	Changed date: ODE Review of 3 rd Period Cumulative ADM Collection, from May 28 – June 1 to May 28 – <u>June 3</u>	32
3/30/2012	Changed date: Student Centered Staging open with virtuals generated from Spring Membership, from May 31 to <u>May 30</u> ; added closing date of <u>June 1 @ 5 PM</u>	33
3/30/2012	Revised title of <i>NCLB English Proficiency</i> collection to <u><i>NCLB Title III: Limited English Proficiency</i></u> ; added comments for Data Submitter	34
3/30/2012	Added comments regarding District Data Collection Audit Review for 3 rd Period Cumulative ADM for Data Submitter	34
3/30/2012	Changed dates: Report Validation Window for Report Card Data Elements based on 3 rd Period Cumulative ADM Collection for <i>English Language Learners, Students Attending In/From Another District</i> , from TBD to <u>June 7 – July 5</u> ; created separate record for <i>Student Attendance</i> collection.	35, 36
3/30/2012	Added event: <u>Report Validation Window for Report Card Data Elements based on 3rd Period Cumulative ADM Collection for <i>Student Attendance</i> June 7 – July 20.</u>	36
3/30/2012	Changed date: WebEx for AYP and Other Indicators - Focus on the AYP report, new calculations for Math and Graduation, from June 7 to <u>June 13</u> ; corrected videoconference link	36
3/30/2012	Added comments regarding District Data Collection Audit Review of 3 rd Period Cumulative ADM for Data Submitter	36
3/30/2012	Added event: <u>Last Collection Editing Window for: NCLB Title III: Limited English Proficiency 2011-12 June 14 - 20</u>	36, 38
3/30/2012	Changed event description: Reports refreshed on ODE district secure website (Preview 3 of 5) to (Preview 2 of 4) for Pre-preliminary school and district AYP reports & Spring Membership Preview (based on 3rd Period Cumulative ADM Collection); corrected videoconference link	38
3/30/2012	Changed date: Report Validation Window closing date for <i>English Language Learners, Students Attending In/From Another District</i> , from July 20 to <u>July 5</u> ; moved <i>Student Attendance</i> to separate record for July 20	39, 42
3/30/2012	Changed dates: Report Validation Window for <i>Staff Assignment, Highly Qualified Teachers (HQT) & Emergency Certification</i> , from TBD to <u>July 5 – Aug 2</u> ; revised event description and corrected videoconference link	39, 44
3/30/2012	Changed event description: Reports refreshed on ODE district secure website (Preview 4 of 5) to (Preview 3 of 4) for Pre-preliminary school and district AYP reports & Spring Membership Preview (based on 3rd Period Cumulative ADM Collection); corrected videoconference link.	40
3/30/2012	Changed dates: ODE Review of Annual Cumulative ADM Collection, from July 16 - 20 to <u>July 13 - 22</u>	40
3/30/2012	Changed dates: Report Validation Window for <i>Persistently Dangerous Schools (based on Discipline Incidents Collection)</i> , from July 5 – 12 to <u>July 19 – 26</u> ; corrected videoconference link	41
3/30/2012	Removed <i>English Language Learners & Students Attending In/From Another District</i> from the report validation closing on July 20; revised comments and corrected videoconference link	42
3/30/2012	Removed <i>NCLB English Proficiency</i> from Last date for changes to be included in posting of preliminary AYP Reports on July 20	42

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2011-2012 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

Date	Description	Page(s)
3/30/2012	Added time: Student Centered Staging, Secure Assessment Reports closed for Preliminary AYP processing July 20 (@ 5 PM) – July 25	42
3/30/2012	Added comments regarding District Data Collection Audit Review of Annual Cumulative ADM 2011-12 for Data Submitter	42
3/30/2012	Changed date: Report Validation Window closes for <i>Persistently Dangerous Schools (based on Discipline Incidents Collection)</i> , from July 12 to <u>July 26</u> ; added event description information	42
3/30/2012	Added event information: Preliminary school and district AYP designations for preview on ODE district website prior to public release on July 26: <u>(NOTE: The Preliminary AYP may be reconfigured and corresponding Title I sanctions may change pending approval of Oregon’s ESEA waiver submission.)</u>	43
3/30/2012	Changed date: Public release of preliminary AYP designations for all schools and districts on the ODE public website, from July 31 to <u>August 1</u> . Added event information: <u>(NOTE: The Preliminary AYP may be reconfigured and corresponding Title I sanctions may change pending approval of Oregon’s ESEA waiver submission.)</u>	43
3/30/2012	Changed dates: Requests by districts for AYP data reviews prior to final designation of AYP, from July 31 – August 17 to <u>August 1 - 16</u>	43
3/30/2012	Added comments regarding District Data Collection Audit Review window closes for Annual Cumulative ADM 2011-12	44
3/30/2012	Added event: <u>Validation Window for Assessment Group Reports for 2011-12 (to be released to the public and press release on August 27, 2012) August 16 - 20</u>	44
3/30/2012	Changed date: Last date for changes to be included in posting of final AYP Reports, from August 17 to <u>August 20</u> .	44
3/30/2012	Removed <i>NCLB English Proficiency</i> from Last date for changes to be included in posting of final AYP Reports on August 20	44
3/30/2012	Changed date: Student Centered Staging, Secure Assessment Reports closed for Final AYP processing, from August 18 (@ 5 PM) to <u>August 20 @ 11:59 PM</u>	45
3/30/2012	Added event: <u>Assessment Group Reports for 2011-12 released to the public and press release on August 27</u>	45
3/30/2012	Added event information: Final AYP Report posted on ODE public website <u>(NOTE: The Final AYP may be reconfigured and corresponding Title I sanctions may change pending approval of Oregon’s ESEA waiver submission.)</u> ; added note to Superintendent: <u>Prepare local press release, if necessary</u>	45
3/30/2012	Added comments regarding Final School & District Report Cards and Report Card detail sheets posted on ODE public web site, for Superintendent: <u>Prepare local press release, if necessary</u>	46
3/30/2012	Added event: <u>Data Collection Window for Cumulative ADM Exit Adjustment 2011-12 October 18 – November 16</u>	47
3/30/2012	Changed event information: Preliminary Essential Skills Report <u>securely distributed to districts</u>	47
3/30/2012	Changed dates: Reporting Schedule for 2011-12	50, 51
5/4/2012	Changed: Last day for submitting requests for new school status due to boundary or grade changes from May 21 to May 17 @ noon.	30