

# 2023-24 PASA DLM Instruction and Assessment Calendar

This calendar identifies the PASA DLM **required** training and activities for the 2023-2024 school year. Requirements are unique to the specific roles in Kite Educator Portal. The following roles and abbreviations are included on this calendar:

- PASA DLM Assessment Coordinator/District Test Coordinator – AC/DTC
- PASA DLM Test Administrators – Teachers

The DLM trainings and steps in the enrollment process have unique start and end dates and must be completed by the identified end date. Exceptions to completion dates include adding/editing/updating *new* ACs/DTCs, Teachers or Students as changes occur throughout the year. The testing window cannot be extended under any circumstances.

Start Date	End Date	DLM Role	PASA DLM Training/Activity	Location/Website
August 4	December 15	AC/DTC Teachers	<p><b>Required Test Administrator (RTAT) Training including Lessons Learned (LL) – New for 23-24</b></p> <ul style="list-style-type: none"> <li>• RTAT and LL are <i>required</i> for all test administrators <b>and for ACs/DTCs</b>.</li> <li>• LL is a PA specific module included within RTAT.</li> </ul> <p><i>New users (test administrators/ACs) cannot complete RTAT/LL until entered as users in the Kite Educator portal.</i></p>	<p><a href="#">Pennsylvania   Dynamic Learning Maps</a></p> <p><i>Click on Educator Portal and log in to access RTAT</i></p>
August 28	December 15	AC/DTC	<p><b>Data Management Training</b> Choose one of the following required training formats:</p> <ul style="list-style-type: none"> <li>• <u>Full Data Management Training</u>: appropriate for new AC/DTC or those not proficient in Kite Educator Portal (asynchronous)</li> <li>• <u>Refresher Data Management Training</u>: appropriate for experienced AC/DTC who are proficient in Kite Educator Portal (asynchronous)</li> <li>• <u>Hands-On Data Management Training</u>: appropriate for the AC/DTC who would like support to ensure all enrollment steps are complete and accurate (in person); AC/DTC must register at PaTTAN Event Calendar; Nov. 7 at PaTTAN West; Nov. 13 at PaTTAN East; Nov. 14 at PaTTAN Central</li> </ul> <p><i>*Proof of completed training is required through completion of survey link within the asynchronous training slides or attendance at in person session.</i></p>	<p><a href="#">Pennsylvania   Dynamic Learning Maps</a></p> <p><i>See ‘PASA DLM Assessment Coordinator Data Management Training’ in Resources list</i></p>
August 14	September 29	AC/DTC	<p><b>Update Users – Add/Remove/Update Users</b></p>	<p><a href="#">Kite - Educator Portal (kiteaai.org)</a></p>



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September 8	October 16	*AC/DTC	<p><b>PASA Getting Ready: What Special Education Administrators Need to Know about PASA DLM Participation and 1% Compliance Requirements</b></p> <ul style="list-style-type: none"> <li>Asynchronous webinar</li> <li>Includes updates to the 1% oversight and monitoring requirements for LEAs</li> </ul> <p><i>*This required training is for the Special Education Administrator serving as the PASA AC.</i></p>	<a href="#">BSE Assessment</a>
October 16	November 17	AC/DTC	<p><b>Enroll Students using PIMS PASA DLM Enrollment Report</b></p> <ul style="list-style-type: none"> <li>Must use PIMS PASA DLM Report prior to enrolling students (Report is available beginning Oct 16).</li> </ul>	<a href="#">Kite - Educator Portal (kiteaai.org)</a>
October 16	December 1	AC/DTC	<p><b>Roster Students in ELA, Math (3-8 and 11) and Science (grades 4, 8 or 11)</b></p> <ul style="list-style-type: none"> <li>Students must be uploaded into Kite Educator Portal and teachers must be entered as users prior to rostering students.</li> </ul>	<a href="#">Kite - Educator Portal (kiteaai.org)</a>
October 16	January 26	Teachers	<p><b>Submit Personal Needs and Preferences Profile (PNP) and First Contact Survey (FCS) – New for 23-24</b></p> <ul style="list-style-type: none"> <li>Teachers can only complete PNP and FCS after students are enrolled and rostered.</li> <li>The FCS has been revised for the 23-24 school year. All FCS questions must be completed in entirety for all students.</li> </ul>	<a href="#">Kite - Educator Portal (kiteaai.org)</a>
December 1	January 5	AC/DTC	<p><b>Verify completion of RTAT, Lessons Learned, PNP and FCS</b></p>	<a href="#">Kite - Educator Portal (kiteaai.org)</a>
March 11	May 3	AC/DTC Teachers	<p><b>PASA DLM Testing Window</b></p> <ul style="list-style-type: none"> <li>When developing testing schedule, consider that ELA, Math and Science have multiple testlets designed to be administered over several days.</li> <li>No testing extensions can be granted.</li> </ul>	<a href="#">Kite - Educator Portal (kiteaai.org)</a>
March 11	May 3	AC/DTC	<p><b>Verify progress/completion status for testlets</b></p>	<a href="#">Kite - Educator Portal (kiteaai.org)</a>
March 11	May 3	AC/DTC	<p><b>Enter Special Circumstances Codes (SCCs)</b></p> <ul style="list-style-type: none"> <li>Only enter codes after student's testing status is confirmed.</li> <li>SCCs must be entered by end of testing window – May 3<sup>rd</sup>.</li> </ul>	<a href="#">Kite - Educator Portal (kiteaai.org)</a>

