

2024-25 PASA DLM Instruction and Assessment Calendar

This calendar identifies the PASA DLM **required** training and activities for the 2024-2025 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 6	December 16	AC/DTC Teachers	<p>Required Test Administrator (RTAT) Training</p> <ul style="list-style-type: none"> • RTAT is <i>required</i> for all test administrators and for one AC/DTC. • RTAT is comprised of multiple training modules. <p><i>New users (test administrators/ACs) cannot complete RTAT until entered as users in the Kite Educator portal.</i></p>	<p>Pennsylvania Dynamic Learning Maps</p> <p><i>Click on Educator Portal and log in to access RTAT</i></p>
August 6	May 2	AC/DTC	<p>Data Management Support</p> <p>Review the online resource describing the enrollment process, data management, and other assessment tasks.</p> <ul style="list-style-type: none"> • Formal Data Management Training has been replaced with an online resource. • Direct support is available via alternateassessment@pattankop.net 	<p>Pennsylvania Dynamic Learning Maps</p>
August 12	September 27	AC/DTC	<p>Update Users – Add/Remove/Update Users</p>	<p>Kite - Educator Portal (kiteaai.org)</p>
September 16	October 25	*AC/DTC	<p>PASA Getting Ready: What Special Education Administrators Need to Know about PASA DLM Participation and 1% Compliance Requirements</p> <ul style="list-style-type: none"> • Asynchronous webinar that must be viewed prior to completing 1% Threshold Tiered Survey. • Includes updates to the 1% oversight and monitoring requirements for LEAs <p><i>*This required training is for the LEA (districts/charter schools) Special Education Administrator only.</i></p>	<p>BSE Assessment</p>



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October 14	November 15	AC/DTC	Enroll Students using PIMS PASA DLM Enrollment Report <ul style="list-style-type: none"> Must use PIMS PASA DLM Report prior to enrolling students once available within PIMS. 	Kite - Educator Portal (kiteaai.org)
October 14	December 2	AC/DTC	Roster Students in ELA, Math (3-8 and 11) and Science (grades 5, 8 and 11) <ul style="list-style-type: none"> Students must be uploaded into Kite Educator Portal and teachers must be entered as users prior to rostering students. 	Kite - Educator Portal (kiteaai.org)
October 14	January 24	Teachers	Submit First Contact Survey (FCS) and Personal Needs and Preferences (PNP) Profile Teachers can only complete FCS and PNP after students are enrolled and rostered. <ul style="list-style-type: none"> All FCS questions must be reviewed and submitted for previously assessed students and completed in its entirety for newly enrolled students. 	Kite - Educator Portal (kiteaai.org)
December 16	February 3	AC/DTC	Verify completion of RTAT, PNP and FCS	Kite - Educator Portal (kiteaai.org)
March 10	May 2	AC/DTC Teachers	PASA DLM Testing Window <ul style="list-style-type: none"> When developing a testing schedule, consider that ELA, Math and Science have multiple testlets designed to be administered over several days. No testing extensions can be granted. 	Kite - Educator Portal (kiteaai.org)
March 10	May 2	AC/DTC	Verify progress/completion status for testlets	Kite - Educator Portal (kiteaai.org)
March 10	May 2	AC/DTC	Enter Special Circumstances Codes (SCCs) <ul style="list-style-type: none"> Only enter codes after student's testing status is confirmed. SCCs must be entered by end of testing window – May 2nd. 	Kite - Educator Portal (kiteaai.org)

