

2025-26 PASA DLM Instruction and Assessment Calendar

This calendar provides dates and details of the PASA DLM **required** training and activities for the 2025-2026 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 – TA/Teacher

Trainings and steps in the enrollment process have unique start and end dates and must be completed by the identified end date. However, an AC may add, edit, or update a user or student as needed even if an end date has passed (e.g., a newly identified/enrolled student, a new user). ACs are encouraged to review the *PA DLM Assessment Coordinator Manual* available on the [PA DLM website](#) and refer to the “Checklist for ACs” within the manual as needed.

Start Date	End Date	DLM Role	PASA DLM Training/Activity	Location/Website
August 5	December 12	AC/DTC TA/Teacher	Required Test Administrator (RTAT) Training • RTAT is <i>required</i> for all test administrators and for one AC/DTC. • RTAT is comprised of multiple training modules. <i>New users (AC/TA) cannot complete RTAT until entered as users in the Kite Educator portal.</i>	Pennsylvania Dynamic Learning Maps <i>Click on Educator Portal and log in to access RTAT</i>
August 5	May 1	AC/DTC	Data Management Support Read PA DLM AC Bulletins, follow calendar dates, and see online resources available at PA DLM website describing the enrollment process, data management, and other assessment tasks. • PA specific support is available via alternateassessment@pattankop.net	Pennsylvania Dynamic Learning Maps
August 5	September 26	AC/DTC	Update Users – Add/Remove/Update Users See the Data Management Manual and/or the Adding and Editing Users video on the PA DLM website .	Kite - Educator Portal (kiteaai.org)
October 15	December 1	AC/DTC	Enroll and Roster Students Read PA DLM AC Bulletins, follow calendar dates, and see online resources available at PA DLM website describing processes.	Kite - Educator Portal (kiteaai.org)
October 15	January 23	TA/Teacher	Submit Personal Needs and Preferences (PNP) Profile and First Contact Survey (FCS) • TA/Teacher can only complete PNP and FCS after students are enrolled and rostered. • All FCS questions must be reviewed and submitted for previously assessed students and completed in entirety for newly enrolled students.	Kite - Educator Portal (kiteaai.org)

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December 12	January 30	AC/DTC	Verify completion of RTAT, PNP, and FCS	Kite - Educator Portal (kiteaai.org)
March 9	May 1	AC/DTC TA/Teacher	PASA DLM Testing Window When developing testing schedule, consider that ELA, Math and Science have multiple testlets designed to be administered over several days. • Notify parent/guardian of PASA DLM testing window. • See PA DLM Parent Assessment Notification Sample Letter and PA DLM Parent Brochure.	Kite - Educator Portal (kiteaai.org)
March 9	May 1	AC/DTC	Verify progress/completion status for testlets • See DLM Educator Portal Guide for details on using the Test Administration Monitoring Extract.	Kite - Educator Portal (kiteaai.org)
March 9	May 1	AC/DTC	Enter Special Circumstances Codes (SCCs) • Only enter codes after student's testing status is confirmed. • SCCs must be entered by end of testing window – May 1st.	Kite - Educator Portal (kiteaai.org)
Week of June 15		AC/DTC	Electronic Score Reports Available • See the PA DLM Educator Portal guide for how to access score reports. • See DLM Score Report Videos for information about interpretation, use of score reports, and more.	Kite - Educator Portal (kiteaai.org)
*Mid-July		Administrator/AC/DTC	Printed Score Reports Mailed • A targeted mailing date will be provided at a later date.	