

2026-27 PASA DLM Assessment Calendar

This calendar provides dates and details of the PASA DLM **required** training and activities related to test administration. Requirements are unique to the specific roles in Kite Educator Portal. The following roles and abbreviations are included on this calendar:

- Dynamic Learning Maps – DLM
- PASA DLM Assessment Coordinator/District Test Coordinator – AC
- PASA DLM Test Administrators/Teachers – TA
- Pennsylvania Information Management System – PIMS

The student enrollment process has been updated this year. A state level student enrollment file will be uploaded directly from PIMS to the Educator Portal for all PASA eligible students. Refer to the PASA AC communications, PA Specific Manuals, and Assessment Resources tabs on the DLM [Pennsylvania Resource Library](#) for additional information on test administration procedures. ACs are also 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.

Date	Activity	Role
Aug 4- Feb 19	RTAT (Required Test Administrator Training)- to be completed by all TAs and at least one AC per entity. Log in to <i>Educator Portal-Training Tab</i> to access the RTAT.	AC/TA
Aug 4- Nov 15	Update Users - AC must add new users and update existing user information in Educator Portal.	AC
Oct 1 – Dec 1	PASA Getting Ready - asynchronous training on the BSE Assessment page for Special Education Administrators to outline 1% compliance requirements and key test reminders.	AC
Oct 1- ongoing	Update PIMS - PASA ACs work with their PIMS coordinators to ensure data for all PASA eligible students is updated in PIMS • Field 212 = A for PASA eligible • Field 226 = AUN of PASA testing agency • Update enrollment record if student moved	AC
Nov 16- ongoing	Student Enrollment - a state level file will be uploaded directly from PIMS to the Educator Portal. ACs no longer have the capability to enroll students in the Kite Portal. All new students, exits, or updates to student data must be made in PIMS first. Check the accuracy of PASA student data with the PIMS PASA DLM Enrollment report. An updated state level file will be uploaded on a weekly basis beginning in January through the testing window.	DLM
Nov 16- Dec 15	Roster Students - ACs are still responsible to roster their enrolled students. Rosters should be completed	AC

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	upon the initial enrollment file upload in November and updated regularly. Teachers cannot access the FCS/PNP until the student is rostered to them.	
Dec 16-Feb 19	FCS/PNP - TAs must complete the First Contact Survey (FCS) and Personal Needs and Preferences Profile (PNP) in Educator portal before testing can be released.	TA
Mar 8 – May 7	PA DLM Testing Window - testing must be completed over the course of multiple days/sessions within the window, so schedule accordingly for each student. There are no extensions to the state defined testing window.	TA
Mar 8 - May 7	Special Circumstance Codes (SCC) - PASA enrolled students who do not participate or complete the assessment must be coded with a SCC prior to the test window closing (e.g. chronic absence). The code may be entered prior to the window opening for some situations (e.g., parent opt out).	AC
June 20- Oct 2	Score Reports - electronic score reports for ELA/Math will be available in Educator Portal beginning June 20. Due to Science standards setting, the science reports will become available beginning Aug 8. All printed reports will be mailed at the beginning of October.	DLM

Questions on data management and test administration procedures should be directed to the PA helpdesk at alternatassessment@pattankop.net.