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GENERAL ANNOUNCEMENTS

2024-25 DTC Roadmap Published, New DTC Orientation Coming Soon

The 2024-25 District Test Coordinator ([DTC Roadmap](#)) has been published on ODE's [Assessment Administration](#) webpage. This resource was created to support DTCs new to their role yet may prove helpful for veteran DTCs as well. The DTC Roadmap is organized into three sections – Before, During, and After Testing. Each section lists important events and key DTC responsibilities. The DTC Roadmap supplements, but does not replace, official ODE publications.

ODE is organizing an optional New DTC Orientation series this fall, in partnership with DTCs and ESD Partners. This series, which follows the same sequence as the DTC Roadmap, will provide detailed information from the perspectives of DTCs and ESD Partners. The New DTC Orientation will begin with three 60-minute sessions in the fall, followed by shorter “just in time” sessions as the academic year progresses. More information is coming soon! Please contact [Andy Byerley](#), Math Assessment Specialist, for more information.

TEST ADMINISTRATION

New - Test Administration Monitoring

Per United States Department of Education requirements, ODE is implementing a desk monitoring process for district test administration beginning in the 2024-25 school year. Monitoring will follow a **five-year rotation**, during which each district and ESD will complete an online test administration self-assessment according to the schedule below. Districts complete this self-assessment **once** per rotation, although they are encouraged to incorporate it into their ongoing continuous improvement efforts. A preview of the self-assessment is available on ODE's [Assessment Administration](#) page.

The self-assessment form will be made available online to districts by **April 2025** and must be submitted electronically by the end of their testing season or by **June 30, 2025**. Throughout the 2024-25 school year, ODE's Assessment Team will provide resources and hold office hours to support this monitoring effort.

Districts participate in required ESSA Test Administration Monitoring by region:

- 2024-25: Lane ESD, Linn-Benton-Lincoln ESD, Willamette ESD
- 2025-26: Harney ESD, High Desert ESD, Jefferson ESD, Lake County ESD, Malheur ESD
- 2026-27: Grant County ESD, Intermountain ESD, North Central ESD, Region 18 ESD
- 2027-28: Clackamas ESD, Columbia Gorge ESD, Multnomah ESD, NW Regional ESD
- 2028-29: Douglas ESD, South Coast ESD, Southern Oregon ESD

More information can be found in the ESSA Test Administration pulldown on ODE's [Assessment Administration](#) page and the [Test Administration Manual](#).

EXTENDED ASSESSMENT

1% ORExt Participation Projections due October 1, 2024

Reminder: All school districts are required to submit their projected Oregon Extended (ORExt) assessment participation numbers and rates for each content area by the first weekday on or after **October 1** of each school year. For additional details, please review the [1% ORExt Participation Reporting Requirements for Oregon Districts](#) document. Additional information and resources can be found on [ODE's Oregon Extended Assessment webpage](#) under the *Policies* section.

Save the dates: The Assessment Team will be holding open office hours on the following dates to support districts with the 1% ORExt participation reporting requirements.

Friday, September 20, 2024 from 10:00 – 11:00 AM | [Zoom link](#)

Friday, September 27, 2024 from 10:00 – 11:00 AM | [Zoom link](#)

Friday, November 1, 2024 from 10:00 – 11:00 AM | [Zoom link](#)

Friday, November 8, 2024 from 10:00 – 11:00 AM | [Zoom link](#)

Contact your [Regional ESD Partners](#) for technical support submitting required documentation.

Contact [Mason Rivers](#), Special Education Assessment Specialist, with any policy questions.

ACCOUNTABILITY & REPORTING

Teacher Qualification Closes on September 13, 2024

The Teacher Qualification validation closes on **September 13, 2024**. If you have not already done so, please log into the Achievement Data Insight (ADI) application and select the Teacher Qualification validation to review your data.

Additional resources, including the [teacher qualification manual](#), for the staff assignment collection and teacher qualification validation are available on the [Staff Assignment Collections](#) page. As you review your data, you may see teachers that have incorrect Emergency/Provisional, Out of Field, or Preliminary License flags. If that is the case, or if you have any questions, please contact [Ryan Clark](#), Research Analyst, or 971-208-0471.

Last Day to Make Edits to the Class Roster Collection: September 20

The last day to make changes to your Class Roster Collection will be Friday, September 20. The collection cannot be reopened after this date. If you have not already done so, please review your Class Size Validation by logging into [Central Login](#) and selecting the [Achievement Data Insight](#) application to access your validation

data. Class Size data will be published in a [standalone report](#) in late November. Training for the Class Roster Collection (April 24), the Class Size Validation (July 11), and the At-A-Glance School and District Profiles (July 25) can be found online at the [Previous Trainings page](#), and other resources are posted on the [Class Roster Collection page](#). If you have any questions about the Class Size Validation, please contact [Robin Stalcup](#), Research Analyst. For questions about how to re-open and change information in your Class Roster Collection, please contact [Robin Stalcup](#), [Ryan Clark](#), Research Analyst, or your [Regional ESD Partner](#).

2023-24 At-A-Glance Narrative Data Collection Closes September 20, 2024 REPEAT

The At-A-Glance Narrative Data Collection closes **September 20, 2024**. The At-A-Glance Narrative Data Collection is located within the [Achievement Data Insight \(ADI\)](#) application.

Narratives must be submitted, not just saved, before ODE will publish them. For more information see the “At-A-Glance Narrative” article posted in the [August 29 AA Update](#). If you have questions, please contact [Bianca Llamas](#), Research Analyst or your [Regional ESD Partner](#).