2023-2024 OAAP Timeline for District Test Coordinators (DTCs)

	Occurs in	Tasks
☐	August	• Confirm you have an account in Kite Educator Portal. • Confirm educators in your district have an account in Kite Educator Portal. • Set up an account for new users.
☐	September	• Test Administrators may begin completing their required training. • State-level mass student upload to the Kite Educator Portal. You may add any new enrollees qualifying for the OAAP after the mass upload. • Instructionally Embedded Assessment window opens September 11th (this is optional, but highly encouraged).
☐	October	• Instructionally Embedded Assessment window is open until February. • DTCs will need to Roster students to educators so they can complete the First Contact Survey and the Personal Needs and Preferences profile.
☐	January	• Confirm that all educators have an account set up in Kite Educator Portal. • Continue to add new students or enrollees who qualify for the OAAP.
☐	February	• Check to confirm Test Administrators have completed their training. • Remove any students from Kite Educator Portal that are not participating in OAAP. • Instructionally Embedded Assessment window closes February 23rd.
☐	March	• Create rosters for all testing grades (if not already completed): ELA and Math grades 3-8 and 11; Science grades 5, 8, and 11; and USH grade 11. • Remind teachers to complete the First Contact Survey and PNP profile for their students. • Testing Window will be open from March 25th through May 15th!
☐	April	• Testing continues! • Please check in with your schools to ensure testing is progressing. • Contact the Office of Assessments if you need help. • The DLM Help Desk (844-261-6481) is also available for support.
☐	May	• Ensure all schools have completed testing. • The testing window closes May 15th.
☐	July	• Access to score reports in Kite Educator Portal.

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