

ASSESSMENT and ACCOUNTABILITY CHECKLIST

for the 2024-25 SCHOOL YEAR

Find this document on the [Key Dates for Accountability and Reporting](#) webpage

INITIAL PUBLISH DATE: SEPTEMBER 5, 2024

PERIOD COVERED: JULY 1, 2024 TO MID-OCTOBER, 2025

REVISION HISTORY BEGINS ON [PAGE 52](#)

THIS DOCUMENT PROVIDES:

- Assessment windows for the 2024-25 school year.
- Key events and district responsibilities related to the ordering, handling, administration, and reporting of Oregon Statewide Assessment results.
- Data collection windows, related to school and district accountability reports for the 2024-25 school year.
- Key events and district responsibilities related to student and staff level data collections used in school and district profiles, accountability details, and assessment group reports.

The [Assessment and Accountability Update](#) is a weekly newsletter highlighting news, updates, and changes to the state's assessment and accountability efforts. To subscribe to this free newsletter, go to the [GovDelivery listserv page](#).

If you identify inaccuracies in this document, or have suggestions for improvement, please contact:

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Regional ESD Partners Contact Information

General Assessment Support

Regions 1 & 2 - Willamette ESD

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amy.rockwell@wesd.org

Region 3 - InterMountain ESD

Shannon Lyon

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shannon.lyon@imesd.k12.or.us

Data Collections & Accountability Support

Regions 1, 2 & 3 - InterMountain ESD

Karen Brown Smith

1-800-706-4447 ext. 3124

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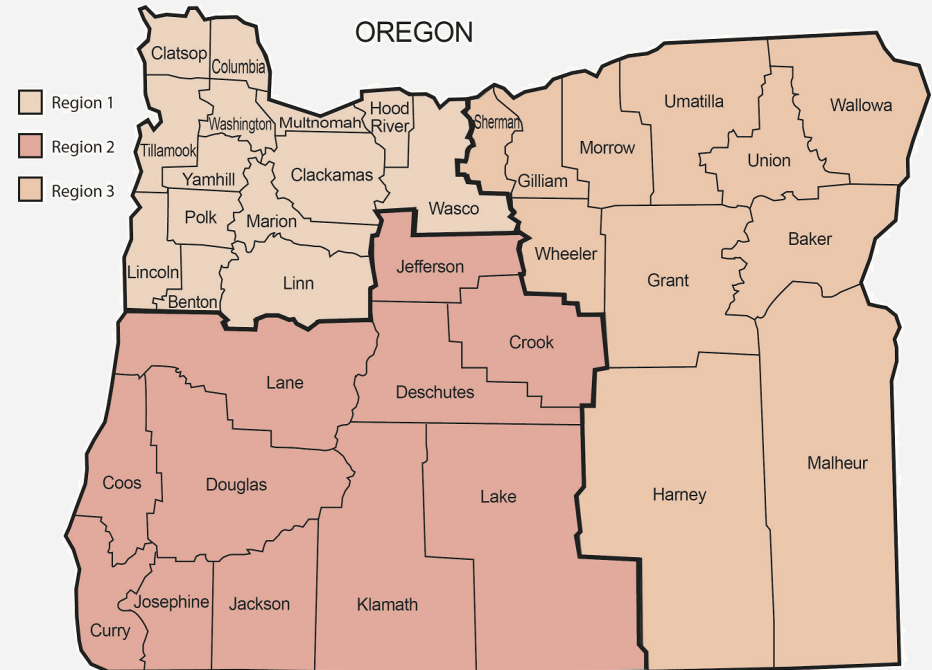
peter.campbell@imesd.k12.or.us

Joe Doherty – Supporting Cumulative ADM, SSID, and Ninth Grade On-Track

1-800-706-4447 ext. 3140

joe.doherty@imesd.k12.or.us

Map of Oregon Counties by Region



Oregon Department of Education Data Owners and Topic Contacts

TOPIC	CONTACT NAME	PHONE	EMAIL
Accountability Reports	Jon Wiens	503-931-7682	jon.wiens@ode.oregon.gov
Accountability Warehouse Extract (AWE) Assessment Record Updating Application (ARUA) Secure Assessment Reports	Cindy Barrick	971-208-0480	cindy.barrick@ode.oregon.gov
Assessment of Essential Skills	Tony Bertrand	503-947-5830	tony.bertrand@ode.oregon.gov
Assessment Record Updating Application (ARUA) Secure Assessment Reports	Bianca Llamas	971-208-0437	bianca.llamas1@ode.oregon.gov
At-A-Glance Narrative Collection	Bianca Llamas	971-208-0437	bianca.llamas1@ode.oregon.gov
At-A-Glance and Accountability Details Validations	Elyse Bean	971-720-8659	elyse.bean@ode.oregon.gov
Class Roster Class Schedule	Ryan Clark	971-208-0471	ryan.clark@ode.oregon.gov
Class Size	Robin Stalcup	971-208-0241	robin.stalcup@ode.oregon.gov
Cumulative ADM Collections	Amanda Leopard	503-508-6472	amanda.leopard@ode.oregon.gov
Cumulative ADM Exit Adjustment Graduate/Dropout Reporting	Paul Skomsvold	971-208-0296	paul.skomsvold@ode.oregon.gov
Discipline Incidents Restraint & Seclusion Incidents Seclusion Rooms	Lisa Joy Bateman	503-569-2951	lisajoy.bateman@ode.oregon.gov
Dual Language Immersion Assessment (DLIA)	Kelly Kalkofen	503-580-2290	kelly.kalkofen@ode.oregon.gov
ESEA Title III English Learners	Kim Miller	971-239-9681	kim.a.miller@ode.oregon.gov
ESEA Title III Recent Arrivers	Reza Norouzian	971-208-0463	reza.norouzian@ode.oregon.gov
Extended Assessment	Mason Rivers	971-208-0434	mason.rivers@ode.oregon.gov
Fall Membership	Robin Stalcup	971-208-0241	robin.stalcup@ode.oregon.gov
Ninth Grade On-Track	Ryan Clark	971-208-0471	ryan.clark@ode.oregon.gov
Instructional Unit Identifier (IUID)	Robin Stalcup	971-208-0241	robin.stalcup@ode.oregon.gov
National Assessment of Educational Progress (NAEP)	Beth LaDuca	971-208-0091	beth.laduca@ode.oregon.gov
Staff Assignment	Ryan Clark	971-208-0471	ryan.clark@ode.oregon.gov
Staff Position	Ryan Clark	971-208-0471	ryan.clark@ode.oregon.gov

JULY 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 5 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Ninth Grade On-Track 2023-24	Contact: Ryan Clark 971-208-0471
JULY 8 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Discipline Incidents 2023-24 - Restraint and Seclusion Incidents 2023-24 - Seclusion Rooms 2023-24	Contact: Lisa Joy Bateman 503-569-2951
JULY 11 @ 2 PM	TRAINING	Webinar: Training for Class Size Validation and Class Roster Audits 2023-24	Data Submitter - To participate in the webinar, go to the Training page on the ODE District website.
JULY 11 - 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Class Roster 2023-24	Data Submitter - The collection will be open during this period to allow districts to verify and correct their data submission.
JULY 11 – AUGUST 23	REPORT VALIDATION	Report Validation Window for: - Ninth Grade On-Track 2023-24	Data Submitter - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to this collection is available on the Training page on the ODE District website.
JULY 11 – SEPTEMBER 20	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2023-24	Data Submitter - Video training related to this collection is available on the Training page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 12	TEST ORDERING & REPORTING	Test records from ELA and Math Partial tests available in Assessment Record Updating Application (ARUA) on the ODE District website	<p>District Test Coordinator</p> <p>As test records are posted on the ODE District website:</p> <ul style="list-style-type: none"> - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify <u>Regional ESD Partner</u> if a posted record is not from a district student. - Apply administration codes for students not enrolled during the test window, home schooled students, etc.
JULY 15 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> - Annual Cumulative ADM 2023-24 	Contact: <u>Amanda Leopard</u> 503-508-6472
JULY 18 - 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> - Annual Cumulative ADM 2023-24 	<p>Data Submitter</p> <ul style="list-style-type: none"> - The collection will be open during this period to allow districts to verify and correct their data submission. <p>(Collection will be reopened for all districts to review the Audits list July 18-26. After July 26, full collection available for editing by request only.)</p>
JULY 18 – AUGUST 23	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> - On Track to English Language Proficiency (ELP) 2023-24 	<p>Data Submitter</p> <ul style="list-style-type: none"> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <u>Achievement Data Insight</u> application on the ODE District website. - Contact your <u>Regional ESD Partner</u> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
JULY 18 – SEPTEMBER 30	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> - Preliminary School Accountability Details 2023-24 	Video Training related to collections and validations is available on the <u>Training</u> page on the ODE District website.
JULY 19 @ 11:59 PM	ASSESSMENT ADMINISTRATION	REMINDER: Last day for ELPA Screener, Interims testing for 2023-24	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - The testing window closes at 11:59 PM.
JULY 19 - 31	ASSESSMENT ADMINISTRATION	Test Information Distribution Engine (TIDE) of OSAS Portal offline for updates	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - The Test Information Distribution Engine (TIDE) will be offline on Friday, July 19 at 5 PM PT through Wednesday, July 31, 2024 and will re-open for the 2024-25 school year on Thursday, August 1, 2024 at 8 AM PT.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 25 @ 2 PM	TRAINING	Webinar: At-A-Glance School and District Profiles 2023-24	Video Training related to collections and validations is available on the Training page on the ODE District website.
JULY 25 – AUGUST 23	REPORT VALIDATION	Report Validation Window for: - Student Mobility 2023-24	Data Submitter - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to this validation is available on the Training page on the ODE District website.
JULY 25 – SEPTEMBER 20	REPORT VALIDATION	Report Validation Window for: - Class Size 2023-24	Data Submitter - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to collections and validations is available on the Training page on the ODE District website.
JULY 25 – SEPTEMBER 30	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School & District Profiles 2023-24	Video Training related to collections and validations is available on the Training page on the ODE District website.
JULY 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Class Roster 2023-24	Contact: Ryan Clark 971-208-0471
JULY 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2023-24	Data Submitter - The collection will be closed to audit reviews. (After July 26, full collection available for editing by request only.)

AUGUST 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 1	ASSESSMENT ADMINISTRATION	TIDE available through the OSAS Portal	<p>District Test Coordinator</p> <p>Instructions for creating or modifying user accounts and viewing or editing student information are included in the TIDE User Guide, available on the Assessment Administration webpage.</p> <ul style="list-style-type: none"> - Add new users - View/edit student information and student settings - Search for students - View/edit student restrictions
AUGUST 1 – JULY 18, 2025	ASSESSMENT ADMINISTRATION	ELPA Screener 2024-25 Testing Window	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students prior to testing. - NOTE: Only students whose English Learner flag (ELFg) is set to “N” in the SSID record may access the ELPA Screener. <p>District Test Coordinator</p> <ul style="list-style-type: none"> - For more information, see the Assessment Training Materials page, ELPA Screener Administration Manual and ELPA Screener Administration Module.
AUGUST 2 - 4	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, August 2 until 7 PM PT on Sunday, August 4.
AUGUST 5	TEST ORDERING & REPORTING	District level SEED Survey data available for preview on ODE District website	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Go to the Achievement Data Insight application on the ODE District website.
AUGUST 14 @ 5 PM	ACCOUNTABILITY REPORTS	School and District Accountability Appeals Due to ODE	<p>Superintendent</p> <ul style="list-style-type: none"> - Request an appeal, if appropriate, using the appeal form available in the Accountability Appeals section of the At-A-Glance School and District Profiles or Accountability Details webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 15 - 23	REPORT VALIDATION	Report Validation Window for: - Secure Test Results for 2023-24 (to be released to the public and press release in September 2024)	<i>District Test Coordinator</i> If the district has made changes to assessment test records in Assessment Record Updating Application (ARUA) after August 9: - Review preliminary Secure Test Results posted on the Oregon Department of Education district secure website to verify that demographic information in the report reflects student demographics. Go to the Achievement Data Insight application on ODE District website. - Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments, and apply administration codes for students not enrolled during the test window, home schooled students, etc.
AUGUST 15 – SEPTEMBER 13	REPORT VALIDATION	Report Validation Window for: - Teacher Qualification 2023-24	<i>Data Submitter</i> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 15 – SEPTEMBER 16	DATA COLLECTION REVIEW	Data Collection Review Window for: - Discipline Incidents 2023-24 - Restraint and Seclusion Incidents 2023-24 - Seclusion Rooms 2023-24	<i>Data Submitter</i> - The collection will be open during this period to allow districts to verify and correct their data submission.
AUGUST 15 – SEPTEMBER 16	REPORT VALIDATION	Report Validation Window for: - Unsafe Schools (based on Discipline Incidents Collection) 2023-24	<i>Data Submitter</i> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 23	REPORT VALIDATION	Report Validation Window Closes for: - Regular Attenders - Student Enrollment - Ninth Grade On-Track - Student Mobility - On Track to ELP	<i>Data Submitter</i> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 23 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window Closes for: <ul style="list-style-type: none"> - English Language Arts Student Performance - Mathematics Student Performance - Science Student Performance 	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - Validation windows close at 5 PM.
AUGUST 23	DATA COLLECTION	Last date for changes to be included in final Accountability Details and Assessment Group Reports: <ul style="list-style-type: none"> - 2023-24 Assessment test records - Third Period Cumulative ADM 2023-24 	
AUGUST 23	DATA COLLECTION	Deadline for districts and charter schools selected for NAEP 2025 field test to submit School Technology Survey responses	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - Contact Beth LaDuca at 971-208-0091 to submit responses.
AUGUST 23 @ 5 PM – AUGUST 26	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports closed for final processing	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - All 2023-24 assessment records will be unavailable for download or editing. - 2023-24 Student Reports will also be unavailable during this time. - 2023-24 assessment records will remain READ-ONLY after August 23.
AUGUST 27 BY 9 AM	INFORMATIONAL	ARUA, Secure Assessment Reports reopen (All subjects read-only for 2023-24)	
AUGUST 29 – SEPTEMBER 6	DATA COLLECTION REVIEW	Data Collection Review Window for: <ul style="list-style-type: none"> - Ninth Grade On-Track 2023-24 	Contact: Ryan Clark 971-208-0471

SEPTEMBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 2	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
SEPTEMBER 6 @ 10:00 AM	TRAINING	Optional training webinar for districts required to submit their projected Oregon Extended (ORExt) participation numbers and rates	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - To participate in the webinar, register using this Zoom link. - The webinar will be recorded and posted on the Oregon Extended Assessment webpage under the <i>Policies</i> section for those who are unable to attend.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 6	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Ninth Grade On-Track 2023-24	Contact: Ryan Clark 971-208-0471
SEPTEMBER 6 - 8	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	District Test Coordinator - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, September 6 until 7 PM PT on Sunday, September 8.
SEPTEMBER 9 – MARCH 19	TEST ORDERING & REPORTING	Materials Order Window for the Oregon PreACT	District Test Coordinator - Order materials through the College and Career Readiness Information System (CCRIS) . - Find information and follow the steps outlined on the Oregon PreACT webpage.
SEPTEMBER 12 @ 10:30 AM	TRAINING	Webinar: Training for Recent Arrivers Collection 2024-25	Data Submitter - To participate in the webinar, go to the Training page on the ODE District website.
SEPTEMBER 13	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the NAEP 2025 age 13 long-term trend assessment to register for the NAEP planning website and provide school information	District Test Coordinator - Remind NAEP coordinators of schools selected for the NAEP 2025 age 13 long-term trend assessment to register for the NAEP planning website and provide school information.
SEPTEMBER 13	REPORT VALIDATION	Report Validation Window Closes for: - Teacher Qualification 2023-24	Contact: Jon Wiens 971-208-0471
SEPTEMBER 15	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2024-25 school year	Contact: Amanda Leopard 503-508-6472
SEPTEMBER 16	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Discipline Incidents 2023-24 - Restraint and Seclusion Incidents 2023-24 - Seclusion Rooms 2023-24	Contact: Lisa Joy Bateman 503-569-2951
SEPTEMBER 16 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: - Unsafe Schools (based on Discipline Incidents Collection) 2023-24	Contact: Lisa Joy Bateman 503-569-2951
SEPTEMBER 19 @ 2 PM	TRAINING	Webinar: Training for First Period Cumulative ADM Collection 2024-25	Data Submitter - To participate in the webinar, go to the Training page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 19 - OCTOBER 25	DATA COLLECTION	Collection Window for: - ESEA Title III: Recent Arrivers 2024-25	Data Submitter - This is a snapshot of students enrolled in the district as of 10/1/2024. Contact: Reza Norouzian 971-208-0463
SEPTEMBER 20	DATA COLLECTION	Collection Window Closes for: - At-A-Glance Narrative 2023-24	Contact: Bianca Llamas 971-208-0437
SEPTEMBER 20	REPORT VALIDATION	Report Validation Window Closes for: - Class Size 2023-24	Contact: Robin Stalcup 971-208-0241
SEPTEMBER 20	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) 2023-24	Contact: Robin Stalcup 971-208-0241
SEPTEMBER 24	DATA COLLECTION	Deadline for districts or schools selected for the NAEP 2025 age 13 long-term trend assessment to submit student lists for sampling	District Test Coordinator - If providing lists for selected schools, work with the NAEP State Coordinator to submit lists. - If the selected school is providing the student list, remind the school coordinator to upload the list on the NAEP planning website.
SEPTEMBER 24 - JULY 18, 2025	ASSESSMENT ADMINISTRATION	Testing window for English Language Arts (ELA) and Mathematics Interim Assessment Blocks (IABs) and Science Interim assessments (all grades)	Data Submitter - Update SSID records for students prior to testing. District Test Coordinator - Information about Interim Assessments is available on the ODE website .
SEPTEMBER 26 - OCTOBER 28	DATA COLLECTION	Collection Window for: - First Period Cumulative ADM 2024-25 (covering the period from July 1, 2024 to October 1, 2024)	Data Submitter - Review business rules and instructions prior to submission on the ADM Collections webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the Training page on the ODE District website. Reminder: If a student is enrolled on October 1 or is continuously enrolled on October 2, report the ADM End Date as 10/02/2024 so the student will be included in the Fall Membership count.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 30	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> - Preliminary At-A-Glance School & District Profiles 2023-24 - Preliminary School Accountability Details 2023-24 	Video Training related to collections and validations is available on the Training page on the ODE District website.
SEPTEMBER 30 - APRIL 8	TEST ORDERING & REPORTING	Testing Window for the Oregon PreACT	District Test Coordinator <ul style="list-style-type: none"> - Find information and follow the steps outlined on the Oregon PreACT webpage. - Answer documents must be returned by April 18, 2025.

OCTOBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 1	TEST ORDERING & REPORTING	REMINDER: Last day of Braille Order Window for ELPA Summative	District Test Coordinator ELPA Summative Braille tests must be ordered during this window. Find the order form on the Assessment Administration webpage under Forms.
OCTOBER 1	TEST ORDERING & REPORTING	Deadline for districts to submit their projected Oregon Extended (ORExt) participation numbers and rates for each content area (ELA, Math, and Science) to ODE	District Test Coordinator <ul style="list-style-type: none"> - Use the 1% ORExt Participation Secure Reporting Form to submit this information to ODE. - Review the Reporting Requirements for Districts document for more information. Contact Mason Rivers with any questions.
OCTOBER 1 – NOVEMBER 1	TRAINING	2024-25 Assessment Administration and Security Training modules posted to ODE public website	District Test Coordinator <ul style="list-style-type: none"> - District Test Coordinators (DTCs) must watch all of the ODE-provided training modules prior to completing the training survey and attending the ODE-facilitated Webinar Session in accordance with Section 1.5: Training Requirements of the 2024-25 Test Administration Manual. - The 2024-25 ODE-provided recorded training modules will be available on the Assessment Training Materials webpage as of October 1, 2024.
OCTOBER 2 @ 10:30 AM	TRAINING	Webinar: Training for Fall English Learners Collection 2024-25	Data Submitter <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
OCTOBER 3	DATA REPORTING	REMINDER: 2023-24 Test Results available on ODE public website	Superintendent Prepare a local press release, if necessary.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 3	ACCOUNTABILITY REPORTS	Final 2023-24 At-A-Glance School & District Profiles and Accountability Details available for preview in the Achievement Data Insight application on ODE District website	Superintendent - Prepare a local press release, if necessary.
OCTOBER 3 @ 2 PM	TRAINING	Webinar: Training for Cumulative ADM Exit Adjustment 2023-24 and Dropout Reporting (Part 1 of 2 for Reporting Dropouts & Cohort Graduation; see Part 2 on October 24)	Data Submitter - To participate in the webinar, go to the Training page on the ODE District website.
OCTOBER 3 – DECEMBER 2	DATA COLLECTION	Collection Window for: - Cumulative ADM Exit Adjustment 2023-24	Data Submitter - Review and update end date codes, diploma type codes, and withdrawal factors in 2023-24 Annual Cumulative ADM data. - Video Training related to this collection is available on the Training page on the ODE District website.
OCTOBER 4 - 6	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	District Test Coordinator - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, October 4 until 7 PM PT on Sunday, October 6.
OCTOBER 7 – DECEMBER 13	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for the NAEP 2025 age 13 long-term trend assessment	District Test Coordinator - Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
OCTOBER 11	TRAINING	Deadline to sign up for required 2024-25 District Test Coordinator (DTC) Training Webinar: - November 5, 2024 - 3-4:30 PM PST - November 6, 2024 - 9-10:30 AM PST - November 7, 2024 - 3:45-5:15 PM PST	District Test Coordinator - ODE's authorized ESD Partner will provide one make up training session as needed in December 2024 for incoming DTCs in cases where the outgoing DTC is not available to provide internal make up training. To exercise this option, the district must notify their Regional ESD Partner by November 15, 2024 .
OCTOBER 11	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the NAEP 2025 age 9 or age 17 long-term trend assessments to register for the NAEP planning website and for coordinators of age 9 schools to provide school information	District Test Coordinator Remind NAEP coordinators of schools selected for the NAEP 2025 age 9 or age 17 long-term trend assessments to register for the NAEP planning website and coordinators of age 9 schools to provide school information.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 17 @ 2 PM	TRAINING	Webinar: Training for IUID (Instructional Unit Identifier) Collection 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
OCTOBER 17 – DECEMBER 6	DATA COLLECTION	Fall Collection Window for: - ESEA Title III: English Learners 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - Review business rules and instructions prior to submission on the Title III: English Learners webpage or the English Learners Data Collections webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Information related to this collection is available on the Title III English Learners Data Collections webpage. - This is a snapshot of students enrolled in the district as of 10/1/2024. Contact: Kim Miller 971-239-9681
OCTOBER 17 – SEPT 26, 2025	DATA COLLECTION	Collection Window for: - IUID (Instructional Unit Identifier) 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - Video Training related to this collection is available on the Training page on the ODE District website.
OCTOBER 24 @ 2 PM	TRAINING	Webinar: Training for Reporting Dropouts & Cohort Graduation (Part 2 of 2; see Part 1 on October 3)	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 24 – DECEMBER 6	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> - NCES Dropout Report 2023-24 - Graduation Cohort 4-year and 5-year Reports for 2023-24 	Data Submitter <ul style="list-style-type: none"> - Check that all schools are included in the validation and that ADM codes are accurately reported in the 2023-24 Annual ADM Collection. Revisions are made in the Exit Adjustment Collection. - Adjustments to outcome data prior to 2023-24 can be made by submitting a program type 14 record to 2023-24 Annual Cumulative ADM. To request to have this collection opened, please email your Regional ESD Partner or Amanda Leopard. See Cumulative ADM Program Type 14 for more information. - Cohort Report will include the four-year cohort graduation rate (students first entering high school in 2020-21) and five-year cohort graduation rate (students first entering high school in 2019-20). - Go to the Achievement Data Insight application on the ODE District website. The 2023-24 rates are available under Reporting Year 2024-2025. Data will refresh periodically throughout the window – see the validation site for scheduled refresh dates. - Student Level data is available in the “Detail” tab on the validation site. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
OCTOBER 25	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> - ESEA Title III: Recent Arrivers 2024-25 	Contact: Reza Norouzian 971-208-0463
OCTOBER 25 – 28	ASSESSMENT ADMINISTRATION	Sample and Training Tests offline for updates	District Test Coordinator <ul style="list-style-type: none"> - The Sample and Training Tests will be offline for updates from 5 PM PT on Friday, October 25 until 6 AM PT on Tuesday, October 29, 2024.
OCTOBER 28 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> - First Period Cumulative ADM 2024-25 (7/1 – 10/1) 	Contact: Amanda Leopard 503-508-6472
OCTOBER 29	ASSESSMENT ADMINISTRATION	2024-25 Online Sample Tests available through the OSAS Portal : <ul style="list-style-type: none"> - ELPA Summative - Alt ELPA - English Language Arts (ELA) & Math - Science 	District Test Coordinator <ul style="list-style-type: none"> - Sample tests are available to help familiarize students and test administrators with the test format and functionality prior to operational testing. The sample tests can also be used to make informed decisions about what accommodations might benefit a student during testing.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 31 – NOVEMBER 8	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - First Period Cumulative ADM 2024-25	Data Submitter - The collection will be open during this period to allow districts to verify and correct their data submission.

NOVEMBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 1	TEST ORDERING & REPORTING	State level SEED Survey data for 2023-24 posted on ODE public website	Download the SEED Survey report from the Assessment Group Reports webpage.
NOVEMBER 1	TRAINING	Deadline for completing required District Test Coordinator (DTC) Training Survey	District Test Coordinator - Complete the ODE-provided Training Survey posted on the Assessment Training Materials webpage by November 1, 2024 .
NOVEMBER 1	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the NAEP 2025 field test to register for the NAEP planning website and provide school and grade information	District Test Coordinator - Remind NAEP coordinators of schools selected for the NAEP 2025 field test to register for the NAEP planning website and provide school and grade information.
NOVEMBER 4 – JANUARY 10	TEST ORDERING & REPORTING	Oregon Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	District Test Coordinator - Oregon Extended Assessments requiring Braille or Large Print format must be ordered during this window. - Orders will be delivered to districts by February 7, 2025.
NOVEMBER 5 - 7	TRAINING	Required 2024-25 District Test Coordinator (DTC) Training Webinar: - November 5, 2024 - 3-4:30 PM PST - November 6, 2024 - 9-10:30 AM PST - November 7, 2024 - 3:45-5:15 PM PST	District Test Coordinator - The purpose of the required ODE-facilitated Webinar Sessions is to clear up misconceptions indicated in the training survey responses, address questions submitted through the training survey, and provide an opportunity for DTCs to ask additional questions and seek clarification. - ODE's authorized ESD Partner will provide one make up training session as needed in December 2024 for incoming DTCs in cases where the outgoing DTC is not available to provide internal make up training. To exercise this option, the district must notify their Regional ESD Partner by November 15, 2024 .

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 7 – JANUARY 24	REPORT VALIDATION	Report Validation Window for: - Fall Membership 2024-25	Data Submitter - Review student enrollment for Districts/Schools. - Go to the Achievement Data Insight application on the ODE District website. Data will refresh periodically throughout the window – see the validation site for scheduled refresh dates. - Student Level data is available in the “Detail” tab on the validation site. - Contact your Regional ESD Partner or Robin Stalcup if you have questions or if corrections are needed. - Remember - students must have been reported as enrolled on the first school day in October in order to be included in the Fall Membership report. In other words, the ADM End Date (the weekday following the student’s last enrollment within the period) should be 10/02/2024.
NOVEMBER 8	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - First Period Cumulative ADM 2024-25	Contact: Amanda Leopard 503-508-6472
NOVEMBER 8 - 10	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	District Test Coordinator - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, November 8 until 7 PM PT on Sunday, November 10.
NOVEMBER 11	INFORMATIONAL	ODE is closed for the Veteran’s Day holiday.	
NOVEMBER 15	TEST ORDERING & REPORTING	Deadline for districts who expect to exceed 1% participation on the Oregon Extended (ORExt) in any content area to submit their justification and plan to ODE	District Test Coordinator - Complete the District Justification and Plan Submissions Form and upload the form via the District Justification and Plan Submissions Upload Smartsheet. - Review the Reporting Requirements for Districts document for more information. Contact Mason Rivers with any questions.
NOVEMBER 19	ACCOUNTABILITY REPORTS	Webinar on Release of At-A-Glance School & District Profiles and Accountability Details	Superintendent, Principals, Data Submitters Webinar to provide school district staff with a preview of Oregon’s school and district profiles
NOVEMBER 21	ACCOUNTABILITY REPORTS	Public Release of: - Final 2023-24 At-A-Glance School and District Profiles and Accountability Details	Superintendent - Prepare local press release, if necessary. District Test Coordinator - Download school and district reports for 2023-24 for distribution to parents prior to January 15, 2025. Go to the At-A-Glance School and District Profiles webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 21	ACCOUNTABILITY REPORTS	Class Size report for 2023-24 posted on ODE public website	Download the Class Size report from the Class Size Report webpage.
NOVEMBER 21	ACCOUNTABILITY REPORTS	Student Enrollment report for 2023-24 posted on ODE public website	Download the Student Enrollment report from the Student Enrollment Reports webpage.
NOVEMBER 28 - 29	INFORMATIONAL	ODE is closed for the Thanksgiving holiday.	
BY NOVEMBER 30	ACCOUNTABILITY REPORTS	Statewide Report Card posted on Oregon Department of Education public website	To download the Statewide Report Card, go to the Statewide Annual Report Card webpage.

DECEMBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER TBA	TRAINING	NAEP: Optional webinars covering the NAEP online assessment planning system for the NAEP 2025 long-term trend assessments or for the NAEP 2025 field test; specific dates and times to be shared directly with the district test coordinators and school coordinators of selected schools.	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Remind principals or NAEP coordinators of selected schools that this optional training is available to them. - Attend the training, if desired.
DECEMBER 2 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Cumulative ADM Exit Adjustment 2023-24	<p>Data Submitter</p> <ul style="list-style-type: none"> - Review and update end date codes, diploma type codes, and withdrawal factors in 2023-24 Annual Cumulative ADM data. - Video Training related to this collection is available on the Training page on the ODE District website.
DECEMBER 2 – 6	DATA COLLECTION	Window for NAEP coordinators of schools selected for the NAEP 2025 age 17 long-term trend assessments to provide school information in the NAEP planning website	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Remind NAEP coordinators of schools selected for the NAEP 2025 age 17 long-term trend assessments to provide school information.
DECEMBER 5 @ 2 PM	TRAINING	Webinar: Training for Second Period Cumulative ADM Collection 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 5 – JANUARY 27	DATA COLLECTION	Collection Window for: - Staff Position 2024-25	Data Submitter - USID must be requested or updated for all staff prior to completing the staff-level collections. - Review business rules and instructions prior to submission. Go to the Staff Position website. - Video Training related to this collection is available on the Training page on the ODE District website.
DECEMBER 6	REPORT VALIDATION	Report Validation Window Closes for: - NCES Dropout Report 2023-24 - Graduation Cohort 4-year and 5-year Reports for 2023-24	Data Submitter - Video Training related to collections and validations is available on the Training page on the ODE District website.
DECEMBER 6	DATA COLLECTION	Fall Collection Window Closes for: - ESEA Title III: English Learners 2024-25	Contact: Kim Miller 971-239-9681
DECEMBER 6 - 8	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	District Test Coordinator - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, December 6 until 7 PM PT on Sunday, December 8.
DECEMBER 12 – JANUARY 13	DATA COLLECTION	Collection Window for: - Second Period Cumulative ADM 2024-25 (7/1 - 12/31)	Data Submitter - Review business rules and instructions prior to submission on the ADM Collections webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the Training page on the ODE District website.
DECEMBER 13	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for the NAEP 2025 age 13 long-term trend assessment	District Test Coordinator - Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 20	ASSESSMENT ADMINISTRATION	Deadline for districts or schools selected for the NAEP 2025 field test to install and validate the eNAEP application on the school devices to be used for NAEP testing	District Test Coordinator <ul style="list-style-type: none"> - Remind the designated district or school technology staff person to install and validate the eNAEP application and confirm this activity is completed.
DECEMBER 25	INFORMATIONAL	ODE is closed for the Christmas holiday.	
DECEMBER 26	ACCOUNTABILITY REPORTS	PREVIEW of Final 2023-24 Dropout and Cohort Graduation Rate reports posted to the ODE District website	Data Submitter <ul style="list-style-type: none"> - Preview of Final Reports will include the current traditional dropout rate. - Preview of Final Reports will include the four-year cohort graduation rate (students first entering high school in 2020-21) and five-year cohort graduation rate (students first entering high school in 2019-20). - Public Release is January TBA, 2025.

JANUARY 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 1	INFORMATIONAL	ODE is closed for the New Year's Day holiday.	
JANUARY 3	ASSESSMENT ADMINISTRATION	Deadline for DTCs who chose to provide student lists for selected schools to submit student lists for the NAEP 2025 field test	District Test Coordinator <ul style="list-style-type: none"> - Follow instructions from the NAEP State Coordinator to submit current student lists for selected schools to NAEP for sampling.
JANUARY 3 – 6	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for deployment of 2024-25 ELPA Summative assessments	District Test Coordinator <ul style="list-style-type: none"> - TDS, TIDE, and CRS will be offline to support the deployment of the 2024-25 administration from 5 PM PT on Friday, January 3 until 6 AM PT on Tuesday, January 7.
JANUARY 6 – MARCH 14	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for NAEP 2025 age 9 long-term trend assessment	District Test Coordinator <ul style="list-style-type: none"> - Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 10	TEST ORDERING & REPORTING	REMINDER: Last day of Oregon Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Oregon Extended Assessments requiring Braille or Large Print format must be ordered during this window. - Orders will be delivered to districts by February 7, 2025.
JANUARY 10 – 12	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, January 10 until 7 PM PT on Sunday, January 12.
JANUARY 13 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> - Second Period Cumulative ADM 2024-25 	Contact: Amanda Leopard 503-508-6472
JANUARY 13 @ 11:59 PM	ASSESSMENT ADMINISTRATION	ELPA Screener Future K form goes offline.	
JANUARY 14	ASSESSMENT ADMINISTRATION	ELPA Screener Grade K form opens.	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students prior to testing. - NOTE: Only students whose English Learner flag (ELFg) is set to “N” in the SSID record may access the ELPA Screener. <p>District Test Coordinator</p> <ul style="list-style-type: none"> - For more information, see the Assessment Training Materials page, ELPA Screener Administration Manual and ELPA Screener Administration Module.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 14 – APRIL 11	ASSESSMENT ADMINISTRATION	Testing Window for <u>In-Person</u> English Language Proficiency Assessment (ELPA) Summative (Grades K-12)	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students prior to testing. - NOTE: Only students whose English Learner flag (ELFg) is set to “Y” in the SSID record may access the English Language Proficiency Assessment (ELPA) Summative. Districts should only set the EL flag to “Y” for students who are eligible for ELD services in the current school year (refer to the <u>Test Administration Manual</u>, Sections 5.3 and 10 for details). <p>District Test Coordinator</p> <ul style="list-style-type: none"> - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <u>Test Administration Manual</u>. - Districts must administer the ELPA Summative to all students identified as eligible to receive ELD services in the current school year. Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the <u>Test Administration Manual</u>, Sections 5.3 and 10 for details). - Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.
JANUARY 14 – APRIL 11	ASSESSMENT ADMINISTRATION	Testing Window for Alt ELPA (Grades K-12)	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students prior to testing. - NOTE: Only students whose English Learner flag (ELFg) and Special Education Flag (SpEdFg) is set to “Y” in the SSID record may access the Alt English Language Proficiency Assessment (ELPA). Districts should only set the EL flag to “Y” for students who are eligible for ELD services in the current school year (refer to the <u>Test Administration Manual</u>, Sections 5.3 and 10 for details). <p>District Test Coordinator</p> <ul style="list-style-type: none"> - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <u>Test Administration Manual</u>. - Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the <u>Test Administration Manual</u>, Sections 5.3 and 10 for details). - Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 15	ACCOUNTABILITY REPORTS	REMINDER: Deadline for school districts to make a copy of At-A-Glance School and District Profiles available to the parent(s) or guardian(s) of each child enrolled in a public school in the school district	<p>OAR 581-022-2255 School and District Performance Report Criteria</p> <p>(3) Each school and school district report shall contain the information required by this rule. By January 15 of each year, school districts shall make a copy of the state provided school and school district performance report available to the parent(s) or guardian(s) of each child enrolled in a public school in the school district by doing one or more of the following:</p> <ul style="list-style-type: none"> (a) Mailing a copy; (b) Electronically sending a copy; or (c) Providing a link to a state or district web site containing the reports and also making copies available in local schools, libraries, parents centers, community centers, or other public locations easily accessible to parents and others.
JANUARY 16 – 24	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Second Period Cumulative ADM 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - The collection will be open during this period to allow districts to verify and correct their data submission.
JANUARY 20	INFORMATIONAL	ODE is closed for the Martin Luther King, Jr. Day holiday.	
JANUARY 20 @11:59 PM	DATA COLLECTION	Collection Window Closes for: - Staff Position 2024-25	Contact: Ryan Clark 971-208-0471
JANUARY TBA	ACCOUNTABILITY REPORTING	2023-24 Dropout and Cohort Graduation Rate reports released to the public	<ul style="list-style-type: none"> - Reports will include the current traditional dropout rate. - Reports will include the four-year cohort graduation rate (students first entering high school in 2020-21) and five-year cohort graduation rate (students first entering high school in 2019-20).
JANUARY 24	REPORT VALIDATION	Report Validation Window Closes for: - Fall Membership 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - Student Membership Manual is available on the Student Enrollment Reports webpage.
JANUARY 24	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Second Period Cumulative ADM 2024-25	Contact: Amanda Leopard 503-508-6472
JANUARY 24	DATA COLLECTION	Deadline for districts or schools selected for the NAEP 2025 age 17 long-term trend assessment to submit student lists for sampling	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - If providing lists for selected schools, work with the NAEP State Coordinator to submit lists. - If the selected school is providing the student list, remind the school coordinator to upload the list on the NAEP planning website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 27 – MARCH 7	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for the NAEP 2025 field test	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
JANUARY 30 – FEBRUARY 7	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> - Staff Position 2024-25 	<i>Data Submitter</i> <ul style="list-style-type: none"> - Districts will have an opportunity to make corrections to their Staff Position submission as identified in the post-collection validations.

FEBRUARY 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 4	TEST ORDERING & REPORTING	Reports available through the OSAS Portal : <ul style="list-style-type: none"> - Performance Reports (Science) - Participation Reports 	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - Instructions for generating reports through the Centralized Reporting System (CRS) are included in the Online Reports User Guide, available on the Assessment Administration webpage. - Preliminary (Science) scores available in the CRS within one business day of test completion. - Information from CRS should only be viewed as preliminary. The source for official scores is the ODE applications.
FEBRUARY 4	TEST ORDERING & REPORTING	Oregon Extended Assessment document download launched for English Language Arts, Mathematics, and Science	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - Download Oregon Extended Assessments for February 4 - June 13 assessment administration window. Go to Oregon's Extended Assessment Training and Proficiency Site. - Maintain the security of all test materials in accordance with Section 2 - Test Security of the 2024-25 Test Administration Manual.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 4 – JUNE 13	ASSESSMENT ADMINISTRATION	Testing Window for: <ul style="list-style-type: none"> - English Language Arts, High School (Grade 11) - Mathematics, High School (Grade 11) - Science, High School (Grade 11) 	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students prior to testing. <p>District Test Coordinator</p> <ul style="list-style-type: none"> - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 Test Administration Manual. - English Language Arts (ELA) and Mathematics assessments are required for all students in grades 3 - 8 and High School (grade 11). - Science assessments are required for all students in grades 5, 8, and High School (Grade 11). - See Section 5.2 of the 2024-25 Test Administration Manual for specific local test window criteria.
FEBRUARY 4 – JUNE 13	ASSESSMENT ADMINISTRATION	Testing Window for Oregon Extended Assessments: <ul style="list-style-type: none"> - English Language Arts, High School (Grade 11) - Mathematics, High School (Grade 11) - Science, High School (Grade 11) 	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students two days prior to testing. - NOTE: Only students whose Special Education Flag (SpEdFg) is set to “Y” in the SSID record are available in Oregon's Extended Assessment Training and Proficiency Site on the BRT website. <p>District Test Coordinator</p> <ul style="list-style-type: none"> - Maintain security of all test materials in accordance with Section 2 – Test Security of the 2024-25 Test Administration Manual. - Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Oregon Extended Assessment, and have turned in a signed Assurance of Test Security form. - Transmit results of Extended Assessments via Oregon's Extended Assessment Training and Proficiency Site on the BRT website.
FEBRUARY 4 – JUNE 13	ASSESSMENT ADMINISTRATION	Survey Window for Student Educational Equity Development (SEED) Survey, all grades (3-11)	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Ensure that Test Administrators and School Test Coordinators have been properly trained in assessment administration and have received training specific to the SEED Survey. - Update SSID records for students at least two days prior to testing.
FEBRUARY 5 @ 10:30 AM	TRAINING	Webinar: Fall English Learners Collection 2024-25 - Critical Validation training	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 6	TEST ORDERING & REPORTING	Assessment Record Updating Application (ARUA) and Accountability Warehouse Extract (AWE) open for 2024-25 test records ("banked" high school test records that met the high school standard in a prior year) on the ODE district secure website	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - The Assessment Record Updating Application (ARUA) allows a user in a district who has been granted access to view, edit, fix errors, download errors, upload fixes and download student test records that have been received by the Oregon Department of Education (ODE). - It also provides snapshot reports of student test record counts by school institution ID for a specific subject and school year. - Science assessment scores are typically available within two days of test completion. ELA and Mathematics assessment scores are typically available within two weeks of completion of the hand-scored part of the test. - Ensure that all students enrolled in Grade 11 on May 1, 2025 who do not have a banked score that met the high school standard are tested in the required subjects. - The ARUA and AWE are continuously accessible, and 2024-25 records are editable until the accountability reporting validation window closes in late August.
FEBRUARY TBA	ACCOUNTABILITY REPORTING	REMINDER: Student Enrollment Report for 2024-25 released to the public and press	<p><i>Data Submitter</i></p> <ul style="list-style-type: none"> - Changes to enrollment submissions must be made in First Period Cumulative ADM by January 17 in order to be reflected in the Final Preview and Final Fall Membership Report.
FEBRUARY 7	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Staff Position 2024-25	Contact: Ryan Clark 971-208-0471
FEBRUARY 7 – 9	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 PM PT on Friday, February 7 until 7 PM PT on Sunday, February 9.
FEBRUARY 13 @ 2 PM	TRAINING	Webinar: Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR), and Accountability Warehouse Extract (AWE)	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
FEBRUARY 17	INFORMATIONAL	ODE is closed for the Presidents Day holiday.	

MARCH 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p>MARCH 4 – APRIL 11</p>	<p>ASSESSMENT ADMINISTRATION</p>	<p>Testing Window for <u>REMOTE</u> English Language Proficiency Assessment (ELPA) Summative (Grades K-12)</p>	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students prior to testing. - NOTE: Only students who have the Remote Tester flag set to Yes in TIDE may access the remote administration of the ELPA Summative. - NOTE: Only students whose English Learner flag (ELFg) is set to “Y” in the SSID record may access the ELPA Summative. Districts should only set the EL flag to “Y” for students who are eligible for ELD services in the current school year (refer to the <u>Test Administration Manual</u>, Section 5.3, Section 10, and Appendix B for details). <p>District Test Coordinator</p> <ul style="list-style-type: none"> - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <u>Test Administration Manual</u>. - Districts must administer the ELPA Summative to all students identified as eligible to receive ELD services in the current school year. Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the <u>Test Administration Manual</u>, Section 5.3, Section 10, and Appendix B for details). - Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.
<p>MARCH 4 – JUNE 13</p>	<p>ASSESSMENT ADMINISTRATION</p>	<p>Testing Window for: - OSAS Science, grades 5 and 8</p>	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students prior to testing. <p>District Test Coordinator</p> <ul style="list-style-type: none"> - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <u>Test Administration Manual</u>. - Science assessments are required for all students in grades 5, 8, and High School (Grade 11). - See Section 5.2 of the 2024-25 <u>Test Administration Manual</u> for specific local test window criteria.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 4 – JUNE 13	ASSESSMENT ADMINISTRATION	Testing Window for Oregon Extended Assessments: - Science, grades 5 and 8	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students two days prior to testing. - NOTE: Only students whose Special Education Flag (SpEdFg) is set to “Y” in the SSID record are available in Oregon's Extended Assessment Training and Proficiency Site on the BRT website. <p>District Test Coordinator</p> <ul style="list-style-type: none"> - Maintain security of all test materials in accordance with Section 2 – Test Security of the 2024-25 Test Administration Manual. - Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Oregon Extended Assessment, and have turned in a signed Assurance of Test Security form. - Transmit results of Extended Assessments via Oregon's Extended Assessment Training and Proficiency Site on the BRT website.
MARCH 6 @ 2 PM	TRAINING	Webinar: Training for Staff Assignment Collection 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
MARCH 7	ASSESSMENT ADMINISTRATION	Testing window closes for the NAEP 2025 field test in selected schools	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Remind NAEP coordinators that the school must schedule a make-up session if fewer than 90% of selected students participate in NAEP testing.
MARCH 7 – 9	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 PM PT on Friday, March 7 until 7 PM PT on Sunday, March 9.
MARCH 13 @ 2 PM	TRAINING	Webinar: Training for Staff Validations 2024-25 (Staff FTE, Staff Ethnicity, Staff Retention and Teacher Experience)	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
MARCH 14	ASSESSMENT ADMINISTRATION	Testing window closes for NAEP 2025 age 9 long-term trend assessment in selected schools	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Remind NAEP coordinators that the school must schedule a make-up session if fewer than 90% of selected students participate in NAEP testing.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 17 – MAY 23	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for the NAEP 2025 age 17 long-term trend assessment	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
MARCH 17	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed January 14 - 31 available in Centralized Reporting System (CRS) pending comprehensive quality control	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - The CRS allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OSAS Portal systems. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.
MARCH 17	TEST ORDERING & REPORTING	<p>ELPA Summative records from tests completed January 14 - 31 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control</p> <ul style="list-style-type: none"> - Scores available for Honoring High School Student Proficiency on ELPA Summative (fully scored test records from Batch 1) 	<p><i>District Test Coordinator</i></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> - Verify that each English Learner has a score posted for the ELPA Summative. - Supply accommodation or administration codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Notify Regional ESD Partner if a student who completed the ELPA Summative does not have a score in the ARUA. - Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE Data applications such as Secure Assessment Reports.
MARCH 18	TEST ORDERING & REPORTING	English Language Arts (ELA) and Mathematics assessment scores available in the Centralized Reporting System (CRS) on the OSAS Portal	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - Instructions for generating reports through the CRS are included in the Online Reports User Guide, available on the Assessment Administration webpage. - Preliminary ELA and Mathematics scores available in the CRS within two weeks of completion of the hand-scored part of the test. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 18	TEST ORDERING & REPORTING	2024-25 English Language Arts (ELA) and Mathematics assessment scores available in the Assessment Record Updating Application (ARUA) on the ODE District website	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - The Assessment Record Updating Application (ARUA) allows a user in a district who has been granted access to view, edit, fix errors, download errors, upload fixes and download student test records that have been received by the Oregon Department of Education (ODE). - It also provides snapshot reports of student test record counts by school institution ID for a specific subject and school year. - ELA and Mathematics assessment scores are typically available within two weeks of completion of the hand-scored part of the test. - The ARUA and AWE are continuously accessible, and 2024-25 records are editable until the accountability reporting validation window closes in late August.
MARCH 20 – APRIL 18	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> - Special Education At-A-Glance Narrative 2023-24 	<p><i>Data Submitter</i></p> <ul style="list-style-type: none"> - The Special Education At-A-Glance Narrative Collection allows authorized users to submit narrative data for all school districts that will receive a Special Education At-A-Glance Profile for the 2023-24 school year. - Contact: Jackie McKim 971-240-0234
MARCH 20 – APRIL 18	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> - Special Education At-A-Glance District Profiles 2023-24 	Contact: Jackie McKim 971-240-0234
MARCH 20 – APRIL 28	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> - Staff Assignment 2024-25 	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - USID must be requested or updated for all staff prior to completing the staff-level collections. - IUID collection must be submitted prior to completing the Staff Assignment collection. - Review business rules and instructions prior to submission. Go to the Staff Assignment page on the ODE District website. - Video Training related to this collection is available on the Training page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 27 – APRIL 28	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> - Staff FTE - Staff Ethnicity - Staff Retention and Teacher Experience 	<p>Data Submitter</p> <ul style="list-style-type: none"> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to this collection is available on the Training page on the ODE District website.

APRIL 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 1 – JUNE 13	ASSESSMENT ADMINISTRATION	Testing Window for: <ul style="list-style-type: none"> - English Language Arts (ELA), grades 3-8 - Mathematics, grades 3-8 	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students prior to testing. <p>District Test Coordinator</p> <ul style="list-style-type: none"> - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 Test Administration Manual. - English Language Arts (ELA) and Mathematics assessments are required for all students in grades 3 - 8 and High School (grade 11). - See Section 5.2 of the 2024-25 Test Administration Manual for specific local test window criteria.
APRIL 1 – JUNE 13	ASSESSMENT ADMINISTRATION	Testing Window for Oregon Extended Assessments: <ul style="list-style-type: none"> - English Language Arts, grades 3-8 - Mathematics, grades 3-8 	<p>Data Submitter</p> <ul style="list-style-type: none"> - Update SSID records for students two days prior to testing. - NOTE: Only students whose Special Education Flag (SpEdFg) is set to “Y” in the SSID record are available in Oregon's Extended Assessment Training and Proficiency Site on the BRT website. <p>District Test Coordinator</p> <ul style="list-style-type: none"> - Maintain security of all test materials in accordance with Section 2 – Test Security of the 2024-25 Test Administration Manual. - Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Oregon Extended Assessment, and have turned in a signed Assurance of Test Security form. - Transmit results of Extended Assessments via Oregon's Extended Assessment Training and Proficiency Site on the BRT website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 2 @ 10:30 AM	TRAINING	Webinar: Training for Spring English Learners Collection 2024-25	Data Submitter - To participate in the webinar, go to the Training page on the ODE District website.
APRIL 3 @ 2 PM	TRAINING	Webinar: Training for Institutions for Accountability Reports 2024-25	Data Submitter - To participate in the webinar, go to the Training page on the ODE District website.
APRIL 8	TEST ORDERING & REPORTING	Testing Window Closes for the Oregon PreACT	District Test Coordinator - Find information and follow the steps outlined on the Oregon PreACT webpage. - Answer documents must be returned by April 18, 2025.
APRIL 8	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed February 1 - 28 available in Centralized Reporting System (CRS) pending comprehensive quality control	District Test Coordinator - The CRS allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OSAS Portal systems. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.
APRIL 8	TEST ORDERING & REPORTING	ELPA Summative records from tests completed February 1 - 28 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control - Scores available for Honoring High School Student Proficiency on ELPA Summative (fully scored test records from Batch 2)	District Test Coordinator As test records are posted on the ODE district secure website: - Verify that each English Learner has a score posted for the ELPA Summative. - Supply accommodation or administration codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Notify Regional ESD Partner if a student who completed the ELPA Summative does not have a score in the ARUA. - Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE Data applications such as Secure Assessment Reports.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 10 – MAY 30	REPORT VALIDATION	Report Validation Window for: - Institutions for Accountability Reports 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - Check that all schools in the district are included in the validation and that relevant data is available for each school. Go to the Achievement Data Insight application on the ODE District website. - Request, if desired, recognition as a new school. Boundary Change Calculator is posted on the Accountability Details webpage. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Institution validation guidance can be found on the Institution Validation page on the ODE District website.
APRIL 11 @ 11:59 PM	ASSESSMENT ADMINISTRATION	REMINDER: Last day for In-Person and Remote ELPA Summative testing	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - The ELPA Summative testing window closes at 11:59 PM.
APRIL 11 @ 11:59 PM	ASSESSMENT ADMINISTRATION	REMINDER: Last day for Alt ELPA testing	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - The Alt ELPA testing window closes at 11:59 PM.
APRIL 17 @ 2 PM	TRAINING	Webinar: Training for Third Period Cumulative ADM Collection 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
APRIL 17 – MAY 30	DATA COLLECTION	Spring Collection Window for: - ESEA Title III: English Learners 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - Review business rules and instructions prior to submission on the Title III: English Learners page on the ODE District website or the English Learners Data Collections webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Information related to this collection is available on the Title III English Learners Data Collections webpage. - This is a school-year snapshot of data. <p>Contact: Kim Miller 971-239-9681</p>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 18	TEST ORDERING & REPORTING	Last day to return materials for the Oregon PreACT	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Find information and follow the steps outlined on the Oregon PreACT webpage. - Answer documents must be returned by April 18, 2025.
APRIL 18	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> - Special Education At-A-Glance Narrative 2023-24 	<p>Data Submitter</p> <ul style="list-style-type: none"> - The Special Education At-A-Glance Narrative Collection allows authorized users to submit narrative data for all school districts that will receive a Special Education At-A-Glance Profile for the 2023-24 school year. - Contact: Jackie McKim 971-240-0234
APRIL 18	EVENT TYPE	Report Validation Window for: <ul style="list-style-type: none"> - Special Education At-A-Glance District Profiles 2023-24 	Contact: Jackie McKim 971-240-0234
APRIL 23 @ 2 PM	TRAINING	Webinar: Training for Ninth Grade On-Track Collection 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
APRIL 24 @ 2 PM	TRAINING	Webinar: Training for Class Schedule Collection 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
APRIL 24 – MAY 19	EVENT TYPE	Collection Window for: <ul style="list-style-type: none"> - Third Period Cumulative ADM 2024-25 (7/1 - 5/1) 	<p>Data Submitter</p> <ul style="list-style-type: none"> - Review business rules and instructions prior to submission on the ADM Collections page on the ODE District website. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the Training page on the ODE District website. <p>Reminder: If a student is enrolled on May 1 or is continuously enrolled on May 2, report the ADM End Date as 05/02/2025 so the student will be included in the Spring Membership count.</p>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 28	REPORT VALIDATION	Report Validation Window Closes for: - Staff FTE - Staff Ethnicity - Staff Retention and Teacher Experience	Contact: Ryan Clark 971-208-0471
APRIL 28 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Staff Assignment 2024-25	Contact: Ryan Clark 971-208-0471

MAY 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 1 @ NOON	ACCOUNTABILITY REPORTS	REMINDER: Last day for submitting requests for new school status due to boundary or grade changes	Superintendent - Send signed request for new school designation with supporting data to ODE. See the Accountability Details webpage for additional information.
MAY 1 – JUNE 30	DATA COLLECTION	Collection Window for: - Class Schedule 2024-25	Contact: Ryan Clark 971-208-0471
MAY 1 – JULY 11	DATA COLLECTION	Collection Window for: - Ninth Grade On-Track 2024-25	Data Submitter - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the Training page on the ODE District website.
MAY 8 – 23	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Staff Assignment 2024-25	Data Submitter - Districts will have an opportunity to make corrections to their Staff Assignment submission as identified in the post-collection validations.
MAY 9 – 11	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	District Test Coordinator - TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 PM PT on Friday, May 9 until 7 PM PT on Sunday, May 11.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 12	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed March 1 - 31 available in Centralized Reporting System (CRS) pending comprehensive quality control	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - The CRS allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OSAS Portal systems. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.
MAY 12	TEST ORDERING & REPORTING	<p>ELPA Summative records from tests completed March 1 - 31 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control</p> <ul style="list-style-type: none"> - Scores available for <u>Honoring High School Student Proficiency on ELPA Summative</u> (fully scored test records from Batch 3) 	<p><i>District Test Coordinator</i></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> - Verify that each English Learner has a score posted for the ELPA Summative. - Supply accommodation or administration codes if necessary. - Notify <u>Regional ESD Partner</u> if a posted record is not from a district student. - Notify <u>Regional ESD Partner</u> if a student who completed the ELPA Summative does not have a score in the ARUA. - Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE Data applications such as Secure Assessment Reports.
MAY TBA	TRAINING	Webinar: Training for Annual Cumulative ADM Collection 2024-25	<p><i>Data Submitter</i></p> <ul style="list-style-type: none"> - To participate in the webinar, go to the <u>Training</u> page on the ODE District website.
MAY 15 @ 2 PM	TRAINING	Webinar: Assessments & Accountability Reports (Editing and Checking Assessment Data, Third Period Cumulative ADM, and English Learners)	To participate in the webinar, go to the <u>Training</u> page on the ODE District website.
MAY 19 @ 11:59 PM	DATA COLLECTION	<p>Collection Window Closes for:</p> <ul style="list-style-type: none"> - Third Period Cumulative ADM 2024-25 (7/1 - 5/1) 	<p><i>Data Submitter</i></p> <ul style="list-style-type: none"> - Should have Third Period Cumulative ADM submitted (collection open April 24 to May 19; additional editing window open to all submitters will be June 5-13 to work on audits, and open by request only (email) from June 16 to August 22 allowed during accountability reporting validation period).
MAY 22 @ 2 PM	TRAINING	Webinar: Training for Summer Validations (Student Enrollment, Regular Attenders, and Student Mobility Validations)	<p><i>Data Submitter</i></p> <ul style="list-style-type: none"> - To participate in the webinar, go to the <u>Training</u> page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 22 – 30	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Third Period Cumulative ADM 2024-25	Data Submitter - The collection will be open during this period to allow districts to verify and correct their data submission.
MAY 22 – JULY 14	EVENT TYPE	Collection Window for: - Annual Cumulative ADM 2024-25 (7/1 - 6/30)	Data Submitter - Review business rules and instructions prior to submission on the ADM Collections webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the Training page on the ODE District website.
MAY 23	ASSESSMENT ADMINISTRATION	Testing window closes for NAEP in schools selected for the NAEP 2025 age 17 long-term trend assessment	District Test Coordinator - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
MAY 23	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Staff Assignment 2024-25	Contact: Ryan Clark 971-208-0471
MAY 26	INFORMATIONAL	ODE is closed for the Memorial Day holiday.	
MAY 29 – JULY 11	DATA COLLECTION	Collection Window for: - Discipline Incidents 2024-25 - Restraint and Seclusion Incidents 2024-25 - Seclusion Rooms 2024-25	Contact: Lisa Joy Bateman 503-569-2951

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 30	TEST ORDERING & REPORTING	Last date for changes to be included in the initial posting of accountability data validations: <ul style="list-style-type: none"> - Assessment test records - Third Period Cumulative ADM 2024-25 	<p>Data Submitter</p> <ul style="list-style-type: none"> - Should have Third Period Cumulative ADM submitted (collection open April 24 to May 19; additional editing window open to all submitters will be June 5-13 to work on audits, and open by request only (email) from June 16 to August 22 allowed during accountability reporting validation period). <p>District Test Coordinator</p> <p>As test records are posted on the ODE District website:</p> <ul style="list-style-type: none"> - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify <u>Regional ESD Partner</u> if a posted record is not from a district student. - Apply administration codes for students not enrolled during the test window, home schooled students, etc.
MAY 30	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> - Institutions for Accountability Reports 2024-25 	Contact: <u>Amanda Leopard</u> 503-508-6472
MAY 30	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: <ul style="list-style-type: none"> - Third Period Cumulative ADM 2024-25 	Contact: <u>Amanda Leopard</u> 503-508-6472
MAY 30 @ 11:59 PM	DATA COLLECTION	Spring Collection Window Closes for: <ul style="list-style-type: none"> - ESEA Title III: English Learners 2024-25 	Contact: <u>Kim Miller</u> 971-239-9681
MAY 30 @ 5 PM – JUNE 2	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR) temporarily closed for processing	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - All 2024-25 test records will be unavailable for download or editing in the ARUA in order to generate non-participation (virtual) records. - 2024-25 Student Reports will also be unavailable during this time.

JUNE 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 3	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed April 1 - 11 available in Centralized Reporting System (CRS) pending comprehensive quality control	<p><i>District Test Coordinator</i></p> <ul style="list-style-type: none"> - The CRS allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE’s SSID and OSAS Portal systems. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.
JUNE 3	TEST ORDERING & REPORTING	<p>ELPA Summative records from tests completed April 1 - 11 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control</p> <ul style="list-style-type: none"> - Scores available for <u>Honoring High School Student Proficiency on ELPA Summative</u> (fully scored test records from Batch 4) 	<p><i>District Test Coordinator</i></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> - Verify that each English Learner has a score posted for the ELPA Summative. - Supply accommodation or administration codes if necessary. - Notify <u>Regional ESD Partner</u> if a posted record is not from a district student. - Notify <u>Regional ESD Partner</u> if a student who completed the ELPA Summative does not have a score in the ARUA. - Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE Data applications such as Secure Assessment Reports.
JUNE 3 BY 9 AM	DATA VALIDATION	Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR) reopen (with non-participation virtual records generated from Spring Membership)	<p><i>District Test Coordinator</i></p> <p>Review test records in the ARUA to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> - Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during the test window, home schooled students, etc. - Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on the first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at the wrong school. - Notify submitter of Third Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. - Notify submitter of English Learners Collection if English Learners data on test records is incorrect.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 5 @ 2 PM	TRAINING	Webinar: Training for At-A-Glance Narrative Collection 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
JUNE 5 – AUGUST 22	REPORT VALIDATION	Report Validation Window (based on Third Period Cumulative ADM Collection) for: <ul style="list-style-type: none"> - Regular Attenders - Student Enrollment 	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Compare EverEL and EL data in Student Enrollment as you verify your ESEA Title III: English Learners 2024-25 collection. You will not be able to change these EL data after the spring collection closes. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to these validations is available on the Training page on the ODE District website.
JUNE 6 - 8	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 PM PT on Friday, June 6 until 7 PM PT on Sunday, June 8.
JUNE 6 @ 5 PM – JUNE 9	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR) temporarily closed for processing	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - All 2024-25 test records will be unavailable for download or editing in the ARUA in order to generate non-participation (virtual) records. - 2024-25 Student Reports will also be unavailable during this time.
JUNE 9	TEST ORDERING & REPORTING	Test Status Change Deadline for ELPA Summative and Alt ELPA	<p>District Test Coordinator</p> <ul style="list-style-type: none"> - Last day to submit test invalidation requests for ELPA Summative or Alt ELPA and have them reflected in CRS. Use the Test Impropriety and Irregularity Report Form on the Assessment Administration webpage. - Enter the appropriate administration code(s) in the ARUA. - ODE will flag test invalidation requests submitted after this date for manual updating in ODE data systems.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 10 BY 9 AM	DATA VALIDATION	Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR) reopen (with non-participation virtual records generated from Spring Membership)	<p><i>District Test Coordinator</i></p> <p>Review test records in the ARUA to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> - Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during the test window, home schooled students, etc. - Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on the first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at the wrong school. - Notify submitter of Third Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. - Notify submitter of English Learners Collection if English Learners data on test records is incorrect.
JUNE 11 @ 10:30 AM	TRAINING	Webinar: Spring English Learners Collection 2024-25 - Critical Validation training	<p><i>Data Submitter</i></p> <ul style="list-style-type: none"> - To participate in the webinar, go to the Training page on the ODE District website.
JUNE 12 – 20	DATA COLLECTION REVIEW	<p>Last Collection Editing Window for:</p> <ul style="list-style-type: none"> - ESEA Title III: English Learners 2024-25 - Critical Validation - English Learners/Third Period Cumulative ADM 	<p><i>Data Submitter</i></p> <ul style="list-style-type: none"> - Review business rules and instructions prior to submission on the Title III: English Learners page on the ODE District website or the English Learners Data Collections webpage. - Adjust records for exiting students. - Review collection summary report to verify data was submitted correctly. - Review the provided data sheet from ODE to determine which data collection (English Learners or Third Period Cumulative ADM) needs to be updated. - Information related to this collection is available on the Title III English Learners Data Collections webpage. - Data will finalize for reporting immediately following the close of this collection. <p>Contact: Kim Miller 971-239-9681</p>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 12 – AUGUST 22	REPORT VALIDATION	Assessment Report Validation Window for: <ul style="list-style-type: none"> - English Language Arts Student Performance - Mathematics Student Performance - Science Next Gen Student Performance 	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - To validate assessment participation, performance, and growth data, go to the Achievement Data Insight application on the district secure website. - Video Training related to collections and validations is available on the Training page on the ODE District website.
JUNE 13 @ 5 PM	DATA COLLECTION	REMINDER: Last day for transmitting Oregon Extended Assessment results to BRT: <ul style="list-style-type: none"> - English Language Arts and Mathematics (Grades 3 - 8 and High School) - Science (Grades 5, 8, and 11) 	<i>Data Submitter</i> <ul style="list-style-type: none"> - Transmit results of Oregon Extended Assessments via Oregon's Extended Assessment Training and Proficiency Site on the BRT website. <p><i>IMPORTANT:</i> <i>Extended Assessment results not transmitted by this date will be counted as non-participants in assessments and accountability reports.</i></p>
JUNE 13 @ 11:59 PM	ASSESSMENT ADMINISTRATION	REMINDER: Last day of assessment window for: <ul style="list-style-type: none"> - English Language Arts and Mathematics (Grades 3 - 8 and High School) - Science (Grades 5, 8, and 11) - SEED Survey (all grades) 	
JUNE 19	INFORMATIONAL	ODE is closed for the Juneteenth holiday.	
JUNE 20	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: <ul style="list-style-type: none"> - ESEA Title III: English Learners 2024-25 - Critical Validation - English Learners/Third Period Cumulative ADM 	Data will finalize for reporting immediately following the close of this collection. Contact: Kim Miller 971-239-9681
JUNE 20	TEST ORDERING & REPORTING	Test Status Change Deadline for ELA, Mathematics, and Science	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - Last day to submit test invalidation requests for ELA, Mathematics, or Science tests and have them reflected in CRS. Use the Test Impropriety and Irregularity Report Form on the Assessment Administration webpage. - Enter the appropriate administration code(s) in the ARUA. - ODE will flag test invalidation requests submitted after this date for manual updating in ODE data systems.
JUNE 26 @ 2 PM	TRAINING	Webinar: School Accountability Details Reports 2024-25	To participate in the webinar, go to the Training page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 27	TEST ORDERING & REPORTING	Test records from Oregon Extended Assessments available in Assessment Record Updating Application (ARUA) on the ODE district secure website	<p>District Test Coordinator</p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify <u>Regional ESD Partner</u> if a posted record is not from a district student. - Apply administration codes for students not enrolled during the test window, home schooled students, etc.
JUNE 27	TEST ORDERING & REPORTING	Test records from Science Partial tests available in Assessment Record Updating Application (ARUA) on the ODE district secure website	<p>District Test Coordinator</p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify <u>Regional ESD Partner</u> if a posted record is not from a district student. - Apply administration codes for students not enrolled during the test window, home schooled students, etc.
JUNE 30 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Class Schedule 2024-25	Contact: <u>Ryan Clark</u> 971-208-0471

JULY 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 10 @ 2 PM	TRAINING	Webinar: Training for Class Size Validation and Class Schedule Audits 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - To participate in the webinar, go to the <u>Training</u> page on the ODE District website.
JULY 10 – 18	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Class Schedule 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - The collection will be open during this period to allow districts to verify and correct their data submission.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 10 – AUGUST 22	REPORT VALIDATION	Report Validation Window for: - Ninth Grade On-Track 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to this collection is available on the Training page on the ODE District website.
JULY 10 – SEPTEMBER 19	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - Video training related to this collection is available on the Training page on the ODE District website.
JULY 10 – SEPTEMBER 19	REPORT VALIDATION	Report Validation Window for: - Class Size 2024-25	<p>Data Submitter</p> <ul style="list-style-type: none"> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to collections and validations is available on the Training page on the ODE District website.
JULY 11	TEST ORDERING & REPORTING	Test records from ELA and Math Partial tests available in Assessment Record Updating Application (ARUA) on the ODE district secure website	<p>District Test Coordinator</p> <p>As test records are posted on the ODE District website:</p> <ul style="list-style-type: none"> - Verify that the demographic information on posted test records is correct, including program participation. - Correct error records. - Supply accommodation codes if necessary. - Notify Regional ESD Partner if a posted record is not from a district student. - Apply administration codes for students not enrolled during the test window, home schooled students, etc.
JULY 11 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Ninth Grade On-Track 2024-25	Contact: Ryan Clark 971-208-0471

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 11 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Discipline Incidents 2024-25 - Restraint and Seclusion Incidents 2024-25 - Seclusion Rooms 2024-25	Contact: Lisa Joy Bateman 503-569-2951
JULY 14 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Annual Cumulative ADM 2024-25	Contact: Amanda Leopard 503-508-6472
JULY 17 – 25	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Annual Cumulative ADM 2024-25	Data Submitter - The collection will be open during this period to allow districts to verify and correct their data submission. (Collection will be reopened for all districts to review the Audits list July 17-25. After July 25, full collection available for editing by request only.)
JULY 18	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Class Schedule 2024-25	Data Submitter - The collection will be closed to audit reviews.
JULY 18 @ 5 PM	ASSESSMENT ADMINISTRATION	Test Information Distribution Engine (TIDE) of OSAS Portal offline for school year rollover	District Test Coordinator - The Test Information Distribution Engine (TIDE) will be offline on Friday, July 18 at 5 PM PT for the school year rollover.
JULY 18 @ 11:59 PM	ASSESSMENT ADMINISTRATION	REMINDER: Last day for ELPA Screener, Interims testing for 2024-25	District Test Coordinator - The testing window closes at 11:59 PM.
JULY 24 – AUGUST 22	REPORT VALIDATION	Report Validation Window for: - On Track to English Language Proficiency (ELP) 2024-25	Data Submitter - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
JULY 24 – OCTOBER 6	REPORT VALIDATION	Report Validation Window for: - Preliminary School Accountability Details 2024-25	Video Training related to collections and validations is available on the Training page on the ODE District website.
JULY 25	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2024-25	Data Submitter - The collection will be closed to audit reviews. (After July 25, full collection available for editing by request only.)

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 31 @ 2 PM	TRAINING	Webinar: At-A-Glance School & District Profiles 2024-25	To participate in the webinar, go to the Training page on the ODE District website.
JULY 31 – AUGUST 22	REPORT VALIDATION	Report Validation Window for: - Student Mobility 2024-25	Data Submitter - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to this validation is available on the Training page on the ODE District website.
JULY 31 – OCTOBER 6	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School & District Profiles 2024-25	- Video Training related to collections and validations is available on the Training page on the ODE District website.

AUGUST 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 13 @ 5 PM	ACCOUNTABILITY REPORTS	School and District Accountability Appeals Due to ODE	Superintendent - Request an appeal, if appropriate, using the appeal form available in the Accountability Appeals section of the At-A-Glance School and District Profiles or Accountability Details webpage.
AUGUST 14 – 22	REPORT VALIDATION	Report Validation Window for: - Secure Test Results for 2024-25 (to be released to the public and press release in September 2025)	District Test Coordinator If the district has made changes to assessment test records in Assessment Record Updating Application (ARUA) after August 8: - Review preliminary Secure Test Results posted on the Oregon Department of Education district secure website to verify that demographic information in the report reflects student demographics. Go to the Achievement Data Insight application on the ODE District website. - Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments, and apply administration codes in the ARUA for students not enrolled during the test window, home schooled students, etc.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 14 – SEPTEMBER 12	REPORT VALIDATION	Report Validation Window for: - Teacher Qualification 2024-25	Data Submitter - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 21 – SEPTEMBER 15	DATA COLLECTION REVIEW	Data Collection Review Window for: - Discipline Incidents 2024-25 - Restraint and Seclusion Incidents 2024-25 - Seclusion Rooms 2024-25	Data Submitter - The collection will be open during this period to allow districts to verify and correct their data submission.
AUGUST 21 – SEPTEMBER 15	REPORT VALIDATION	Report Validation Window for: - Unsafe Schools (based on Discipline Incidents Collection) 2024-25	Data Submitter - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on the ODE District website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 22	REPORT VALIDATION	Report Validation Window Closes for: - Regular Attenders - Student Enrollment - Ninth Grade On-Track - Student Mobility - On Track to ELP	Data Submitter - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the Achievement Data Insight application on ODE District website. - Contact your Regional ESD Partner or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
AUGUST 22 @ 5 PM	REPORT VALIDATION	Assessment Report Validation Window Closes for: - English Language Arts Student Performance - Mathematics Student Performance - Science Student Performance	District Test Coordinator - Validation windows close at 5 PM.
AUGUST 22	DATA COLLECTION	Last date for changes to be included in final Accountability Details and Assessment Group Reports: - 2024-25 Assessment test records - Third Period Cumulative ADM 2024-25	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 22 @ 5 PM – AUGUST 25	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports closed for final processing	<i>District Test Coordinator</i> <ul style="list-style-type: none"> - All 2024-25 assessment records will be unavailable for download or editing. - 2024-25 Student Reports will also be unavailable during this time. - 2024-25 assessment records will remain READ-ONLY after August 22.
AUGUST 26 BY 9 AM	INFORMATIONAL	ARUA, Secure Assessment Reports reopen (All subjects read-only for 2024-25)	
AUGUST 28 – SEPTEMBER 5	DATA COLLECTION REVIEW	Data Collection Review Window for: <ul style="list-style-type: none"> - Ninth Grade On-Track 2024-25 	Contact: Ryan Clark 971-208-0471

SEPTEMBER 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 1	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
SEPTEMBER 5	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: <ul style="list-style-type: none"> - Ninth Grade On-Track 2024-25 	Contact: Ryan Clark 971-208-0471
SEPTEMBER 12	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> - Teacher Qualification 2024-25 	Contact: Jon Wiens 503-931-7682
SEPTEMBER 15	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2025-26 school year	Contact: Amanda Leopard 503-508-6472
SEPTEMBER 15	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: <ul style="list-style-type: none"> - Discipline Incidents 2024-25 - Restraint and Seclusion Incidents 2024-25 - Seclusion Rooms 2024-25 	Contact: Lisa Joy Bateman 503-569-2951
SEPTEMBER 15	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> - Unsafe Schools (based on Discipline Incidents Collection) 2024-25 	Contact: Lisa Joy Bateman 503-569-2951
SEPTEMBER 19	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> - At-A-Glance Narrative 2024-25 	Contact: Bianca Llamas 971-208-0437

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER TBA	DATA REPORTING	REMINDER: 2024-25 Test Results available on ODE public website	Superintendent - Prepare a local press release, if necessary.
SEPTEMBER 26	REPORT VALIDATION	Report Validation Window Closes for: - Class Size 2024-25	Contact: Robin Stalcup 971-208-0241
SEPTEMBER 26	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) 2024-25	Contact: Robin Stalcup 971-208-0241

OCTOBER 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 6	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School & District Profiles 2024-25 - Preliminary School Accountability Details 2024-25	Video Training related to collections and validations is available on the Training page on the ODE District website.
OCTOBER 9	ACCOUNTABILITY REPORTS	Final 2024-25 At-A-Glance School & District Profiles and Accountability Details available for preview in the Achievement Data Insight application on the ODE District website	Superintendent - Prepare a local press release, if necessary.
TBA	ACCOUNTABILITY REPORTS	Webinar on Release of At-A-Glance School & District Profiles and Accountability Details	Superintendent, Principals, Data Submitters - Webinar to provide school district staff with a preview of Oregon's At-A-Glance School and District Profiles and Accountability Details
TBA	ACCOUNTABILITY REPORTS	Public Release of: - Final 2024-25 At-A-Glance School & District Profiles and Accountability Details	Superintendent - Prepare local press release, if necessary. District Test Coordinator - Download school and district reports for 2024-25 for distribution to parents prior to January 15, 2026. Go to the At-A-Glance School and District Profiles webpage.
TBA	ACCOUNTABILITY REPORTS	Class Size report for 2024-25 posted on ODE public website	Download the Class Size report from the Class Size Report webpage.
TBA	ACCOUNTABILITY REPORTS	Student Enrollment report for 2024-25 posted on ODE public website	Download the Student Enrollment report from the Student Enrollment Reports webpage.

2024-2025 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS

Updated 9/5/2024

District Website: <https://odedistrict.oregon.gov/>

ODE Public Website: <https://www.oregon.gov/ode>

Reporting of Statewide Assessment Results

Test Type / Subject	Preliminary Student Scores available in Centralized Reporting System	Records available on ODE District website for Downloading & Editing (ARUA)	Downloading & Reporting (Accountability Warehouse Extract) Individual Student Reports & Class Rosters (Secure Assessment Reports)
Science - including Braille	February 4, 2025 Within one business day of test completion	February 6, 2025 Within two business days of test completion	February 7, 2025 Within three business days of test completion
English Language Arts, Mathematics	High School – March 18, 2025 Grades 3-8 – April 15, 2025 Within ten business days of test completion	High School - March 18, 2025 Grades 3-8 – April 15, 2025 Within one business day of posting in CRS	High School - March 18, 2025 Grades 3-8 – April 15, 2025 Within one business day of posting in the ARUA
Oregon Extended Assessments (English Language Arts, Mathematics, Science)	N/A	June 27, 2025	June 27, 2025
ELPA (English Language Proficiency Assessment) Summative – including Remote administration Alt ELPA	March 17, 2025 April 8, 2025 May 12, 2025 June 3, 2025	March 17, 2025 April 8, 2025 May 12, 2025 June 3, 2025	March 17, 2025 April 8, 2025 May 12, 2025 June 3, 2025

Preliminary or Final	Secure Test Results (ADI - AGR Summary tab) available on District website (unsuppressed) https://district.ode.state.or.us/apps/AchvmentDataInsight/	Public Test Results available on ODE public website (suppressed) https://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Results.aspx
Test Results - Preliminary (Preview for districts only - unsuppressed)	August 14 - 2, 2025	
Test Results - Final	August 28, 2025	September TBA, 2025

2024-2025 REPORTING OF OREGON ASSESSMENT RESULTS

Updated 9/5/2024

District Website: <https://odedistrict.oregon.gov/>

ODE Public Site: <https://www.oregon.gov/ode>

Reporting of School and District At-A-Glance and Accountability Details

Event	Dates
Accountability Data Elements - Validation available on District secure website	March 27 - September 19, 2025
Preliminary reports available on District secure website for: - School Accountability Details	July 24 – October 6, 2025
Preliminary reports available on District secure website for: - At-A-Glance School & District Profiles	July 31 – October 6, 2025
LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in Final At-A-Glance Profiles and Accountability Detail reports	August 22, 2025
District Preview Final School & District At-A-Glance Profiles and Accountability Detail reports available on District secure website	October 9, 2025
Public Release Final School & District At-A-Glance Profiles and Accountability Detail reports posted on Oregon Department of Education public website	TBA, 2025

Revision History:

Date	Description	Page(s)
09/23/2024	Revised: Date for Last day of Braille Order Window for ELPA Summative to October 1	12
09/23/2024	Revised: Date for 2023-24 Test Results available on ODE public website to October TBA	13
09/23/2024	Revised: Date for Webinar Training for Cumulative ADM Exit Adjustment 2023-24 and Dropout Reporting to October 3, 2024	13, 14
10/16/2024	Revised: Date for 2023-24 Test Results available on ODE public website to October 3, 2024	12
10/16/2024	Revised: Date for 2024-25 Online Sample Tests available through the OSAS Portal to October 29, 2024	15
10/16/2024	Added: Date for Testing window closes for NAEP in schools selected for the NAEP 2025 age 13 long-term trend assessment	19
10/21/2024	Revised: Date for Spring Collection Window Closes for ESEA Title III: English Learners 2024-25 to May 30, 2025	38
11/21/2024	Revised: Date for Webinar on Release of At-A-Glance School & District Profiles and Accountability Details to November 19, 2024	17
11/21/2024	Revised: Date for Public Release of At-A-Glance School & District Profiles and Accountability Details to November 21, 2024	17
11/21/2024	Revised: Date for Class Size report for 2023-24 posted on ODE public website to November 21, 2024	18
11/21/2024	Revised: Date for Student Enrollment report for 2023-24 posted on ODE public website to November 21, 2024	18
11/21/2024	Deleted: Date for Webinar Training for Staff Position Collection on November 26, 2024	18