

2025-26 PASA DLM Instruction and Assessment Calendar

This calendar provides dates and details of the PASA DLM **required** training and activities for the 2025-2026 school year. Requirements are unique to the specific roles in Kite Educator Portal. The following roles and abbreviations are included on this calendar:

- PASA DLM Assessment Coordinator/District Test Coordinator – AC/DTC
- PASA DLM Test Administrators – TA/Teacher

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

| Start Date | End Date | DLM Role | PASA DLM Training/Activity | Location/Website |
|------------|--------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| August 5 | December 12 | AC/DTC TA/Teacher | Required Test Administrator (RTAT) Training <ul style="list-style-type: none"> • RTAT is <i>required</i> for all test administrators and for one AC/DTC. • RTAT is comprised of multiple training modules. <i>New users (AC/TA) cannot complete RTAT until entered as users in the Kite Educator portal.</i> | Pennsylvania Dynamic Learning Maps <i>Click on Educator Portal and log in to access RTAT</i> |
| August 5 | May 1 | AC/DTC | Data Management Support Read PA DLM AC Bulletins, follow calendar dates, and see online resources available at PA DLM website describing the enrollment process, data management, and other assessment tasks. <ul style="list-style-type: none"> • PA specific support is available via alternateassessment@pattankop.net | Pennsylvania Dynamic Learning Maps |
| August 5 | September 26 | AC/DTC | Update Users – Add/Remove/Update Users See the Data Management Manual and/or the Adding and Editing Users video on the PA DLM website . | Kite - Educator Portal (kiteaai.org) |
| October 15 | December 1 | AC/DTC | Enroll and Roster Students Read PA DLM AC Bulletins, follow calendar dates, and see online resources available at PA DLM website describing processes. | Kite - Educator Portal (kiteaai.org) |
| October 15 | January 23 | TA/Teacher | Submit Personal Needs and Preferences (PNP) Profile and First Contact Survey (FCS) <ul style="list-style-type: none"> • TA/Teacher can only complete PNP and FCS after students are enrolled and rostered. • All FCS questions must be reviewed and submitted for previously assessed students and completed in entirety for newly enrolled students. | Kite - Educator Portal (kiteaai.org) |

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| December 12 | January 30 | AC/DTC | Verify completion of RTAT, PNP, and FCS | Kite - Educator Portal (kiteaai.org) |
| March 9 | May 1 | AC/DTC TA/Teacher | PASA DLM Testing Window When developing testing schedule, consider that ELA, Math and Science have multiple testlets designed to be administered over several days. <ul style="list-style-type: none"> • Notify parent/guardian of PASA DLM testing window. • See PA DLM Parent Assessment Notification Sample Letter and PA DLM Parent Brochure. | Kite - Educator Portal (kiteaai.org) |
| March 9 | May 1 | AC/DTC | Verify progress/completion status for testlets <ul style="list-style-type: none"> • See DLM Educator Portal Guide for details on using the Test Administration Monitoring Extract. | Kite - Educator Portal (kiteaai.org) |
| March 9 | May 1 | AC/DTC | Enter Special Circumstances Codes (SCCs) <ul style="list-style-type: none"> • Only enter codes after student's testing status is confirmed. • SCCs must be entered by end of testing window – May 1st. | Kite - Educator Portal (kiteaai.org) |
| Week of June 15 | | AC/DTC | Electronic Score Reports Available <ul style="list-style-type: none"> • See the PA DLM Educator Portal guide for how to access score reports. • See DLM Score Report Videos for information about interpretation, use of score reports, and more. | Kite - Educator Portal (kiteaai.org) |
| *Mid-July | | Administrator/AC/DTC | Printed Score Reports Mailed <ul style="list-style-type: none"> • A targeted mailing date will be provided at a later date. | |