

Opportunities to Verify Data	Forward	ACT/WorkKeys	Aspire	ACCESS	DLM	PALS
<b>Local (District) Student Information System</b> - Districts enroll students in the beginning of the year, enter and check all of each student's demographic and directory data.	Beginning of the school year	Beginning of the school year	Beginning of the school year	Beginning of the school year	Beginning of the school year	Beginning of the school year
<b>3rd Friday of September (TFS) Count</b> - Initial data submission due in late October. Districts submit data about students to DPI through ISES	October - November	October - November	October - November	October - Early November	October - November	October - November
<b>Update Wisconsin Student Locator System</b> - Student enrollment (placement) records in WSLs are submitted to DPI and are kept up to date throughout the school year as student enrollment status changes.	Throughout the year as new students enroll/exit.	Throughout the year as new students enroll/exit.	Throughout the year as new students enroll/exit.	Throughout the year as new students enroll/exit.	Throughout the year as new students enroll/exit.	Throughout the year as new students enroll/exit.
<b>Districts check data loaded by DPI</b> - For assessments where the DPI loads WSLs/ISES student data, an editing period is built in prior to and during the test window. If necessary, edit student demographics to indicate their status at test time. <b>Note:</b> The ISES data collection used by DPI contains demographic data from the third Friday of September (TFS) collection, and some students' statuses may have changed by test time.	February through the end of the test window (late May)	Check pre-ID labels delivered with test material. Most demographics for ACT and WorkKeys are "bubbled" by the students on the answer documents.	Late January - Early March <b>Note:</b> Demographic updates can be made through the test window, but some updates must be made while a student is not assigned to a test session.	Data added to portal mid-November. Check and edit data throughout the test window December - February	February through the end of the test window (late May)	Districts load students' names and demographic data directly to the PALS portal
<b>Districts add students not loaded by DPI</b> - Any students who are new to Wisconsin schools after TFS will need to have certain demographics added to their test record. Additionally, any student who are new after the DPI loads data will need to manually added by the district.	March through the end of the test window (late May) - enter the WSN carefully.	Late February - Early March - Add new students at test time - bubble the WSN carefully.	Add new students at test time - key-in the WSN carefully.	December through January - enter the WSN carefully.	March through the end of the test window (late May) - enter the WSN carefully.	Add new students at test time - key-in the WSN carefully.