



# The DAC Digest

Assessment & Accountability Updates

February 12, 2026

## Accountability

### New:

#### **Preliminary Joint Federal Notification (JFN) Packets**

Preliminary JFN packets will be available in [SAFE, the Secure ACCESS File Exchange](#), on **February 19**. This release will include preliminary versions of the 2024-25 Every Student Succeeds Act (ESSA) and Individuals with Disabilities Education Act (IDEA) accountability reports.

Please note that the reports are preliminary and should not be shared with the public. In addition, the LEA Determination reports may contain personally identifiable information and should never be shared with the public.

Beginning with the upcoming JFN preliminary release, the previous “District Summary” report will be divided into two complementary products provided to each LEA in SAFE:

1. **Joint Federal Notifications: About the JFN Packet** - This document expands upon the information provided in the previous District Summary report to create a more complete JFN orientation resource for school and LEA staff. It provides additional information about where and when the other JFN Packet elements are posted, along with details about continuous improvement requirements.
2. **Preliminary ESSA District Summary** - Each LEA will continue to receive a consolidated overview of ESSA identifications, now provided in a spreadsheet format allowing staff to sort, filter, and otherwise analyze their preliminary identification data. Large districts with multiple schools will likely find this particularly useful. A sample will not be available at the link above, but will be posted to SAFE during the preliminary release. Upon final release later this spring, LEAs will be able to access a similar statewide list of final identifications in the public ESSA Accountability Report Portal. The About the JFN Packet document describes where to find each of these lists.

More information and resources on ESSA Accountability are available on the [OEA Federal ESSA Accountability webpage](#). Questions about ESSA accountability may be directed to [oeamail@dpi.wi.gov](mailto:oeamail@dpi.wi.gov). Questions regarding IDEA accountability may be directed to [Mai Choua Thao](#) from the Office of Continuous Improvement.



## Assessment

### Reminder:

#### District Assessment Coordinator (DAC) Confidentiality Agreement

DACs who have not already completed the 2025-26 [DAC Confidentiality Agreement](#) should do so now and submit to OEA as soon as possible. The form may be completed electronically and signed electronically using Acrobat Reader. Be sure to read the terms for each assessment and **select only the boxes that apply to your district** on the ACT/PreACT Secure agreement prior to signing. The entire document needs to be submitted to OEA once signed by March 1. All other confidentiality forms (SACs, DTCs, STCs, etc.) may be completed electronically and once completed are to be retained at the school/district level.

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## WIDA ACCESS

### Reminder:

#### Data Validation Window

The Pre-Reporting Data Validation Window will run February 18-26. Please plan to check that student names and IDs are correct and ensure that Writing booklets for grades 1-3 were properly matched to the online test sessions. DRC will send an email with data validation instructions on February 11, and you may also participate in the [ACCESS Data Validation training](#) hosted in the WIDA Secure Portal prior to that time.

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## ACT

### New:

#### Test Window 1 - Materials Arriving

ACT will begin shipping materials for Test Window 1 starting the week of February 16 and will continue to ship materials based on the shipping date selected in the Test Date Selection Survey. Instructions on how to track your shipment can be found in the [PearsonAccess<sup>next</sup> User Guide](#) under the View Status and Shipment Information section.

Once materials have been received, follow the instructions outlined on page 26 of the [Test Coordinator Information Manual](#) to check in and secure your test materials. If you are missing materials, please reach out to ACT immediately. See the [Schedule of Events](#) for Test Window 2 and 3 material delivery dates.

#### Ordering Additional Materials Deadline

The last day to order additional materials for Test Window 1 is February 27. Instructions on how to place an additional order for standard materials can be found in the [PearsonAccess<sup>next</sup> User Guide](#) for the ACT.



Contact ACT Accommodations (800-553-6244 Ext. 1788) to order accommodation materials. See the Schedule of Events for Test Window 2 and 3 ordering materials deadlines.

### Staff Access to Test Materials

Athletic coaches and staff with relatives testing on state test days should not have access to secure materials prior to test day. For additional information on Staff Requirements, please see the [Test Coordinator Information Manual](#) (p.16).

### MyACT Non-Testing Activities

MyACT materials arrive with your test materials shipment. Distribute one copy of the **Taking the ACT Test** booklet and an individualized **MyACT Instructions for Students** to students. Students must register and complete their MyACT account set-up no later than two days post testing. Resources to assist students with completing their MyACT account can be found on the [Wisconsin ACT website, Step 4-Preparation, Complete Non-Test Activities](#).

### Reminders:

#### Newly Enrolled Students

ACT will automatically send testing materials for all students listed on your roster by January 31. To enroll students after January 31, follow the steps outlined under the **Add or Remove Student: Option 2** section of the [PearsonAccess<sup>next</sup> User Guide](#). **Newly enrolled students will not automatically receive testing materials.** You must manually place an order for test materials within the [PearsonAccess<sup>next</sup>](#) site. Instructions for ordering additional test materials are outlined in the PearsonAccess<sup>next</sup> User Guide, within the **Requirements for Additional Materials Order** section.

#### Creating and Assigning Test Sessions

Each test window for the ACT has a separate window to create and assign online test sessions in PAnext. This window opens for Test Window 1 on Monday, February 9. Resources on how to create and assign students to test sessions can be found in [Online Test Administration Manual](#) and the [Create and Assign Test Session Tutorial](#). **Note:** Please see the [ACT Schedule of Events](#) for Test Window 2 and 3 dates.

## PreACT Secure

### Reminders:

#### Verifying Rosters and Entering Accommodations

The PreACT Secure student rosters have been uploaded into [PearsonAccess<sup>next</sup>](#) and schools should begin to verify the accuracy of their rosters and enter student accommodations. Please see the [January 30 PreACT Secure program email](#) for additional information and resources on how to complete these tasks.

#### Verify Test Coordinator Contact Information

Each assessment, ACT and PreACT Secure, are separated into portals within PAnext and testing staff and contact information is managed separately. DACs should verify that the Test Coordinator's (TC) contact

information has been updated in the **Manage Contacts** section. There can only be one TC listed and that person will be the primary contact for the PreACT Secure. ACT will only send communications to this TC and the DAC. It is the responsibility of the DAC and TC to disseminate information down to additional testing staff. Please see the [Managing Contacts Tutorial](#) or the [PearsonAccess<sup>next</sup> User Guide](#) for instructions.

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## DLM

### Reminders:

#### First Contact Surveys

First Contact Surveys are an important part of the test preparation process and determine the linkage level at which the student's assessment will begin. Every year, teachers are asked to review the First Contact Surveys for accuracy. DACs should monitor the First Contact Survey data extract to ensure surveys are showing as completed. If the extract still shows the survey as "Ready to Submit" after the survey has been completed, the teacher needs to submit it.

#### Training

In order for a teacher to be able to administer the DLM, they need to complete the required teacher training. Teachers who are new to DLM or who did not complete training last year need to complete the new teacher training. Returning teachers who completed the training last year need to complete the returning teacher training this year. Please encourage teachers to complete the training as soon as possible.

#### Rosters and Users

Please make sure that all Test Administrators and students have been added and updated in Educator Portal. In order for teachers to complete the first contact surveys, students need to be rostered to the teachers. Please also confirm users are up to date and that any users that do not require access are removed. If you have any questions about rosters and users, please contact [Mike Peacy](#).

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## Forward Exam

### Reminders:

#### Forward Exam Test Set-up and Accessibility Assignment

Districts now have access to their student data and test set-up features (i.e., accessibility, registrations, and test tickets) in the DRC INSIGHT Portal. District and School Assessment Coordinators are able to begin entering designated supports and accommodations for students. This may be done using import management or entering them on an individual student basis. As a reminder, Text-to-Speech is a Universal Support for all students and does not need to be assigned in the Portal. Instructions are available in the [DRC INSIGHT Portal Guide](#).

### Read Aloud (Human Reader) Accommodation Prior Approval

The Read Aloud accommodation is only available to a student with a visual impairment who is receiving instruction in contracted braille but not yet proficient, and whose need is documented in an IEP or 504 plan. The student must meet all five criteria on the [Request for Read Aloud Accommodation Form for the Forward Exam](#). The DAC must submit the request form to the Office of Educational Accountability. DPI will review the request, and if approved, activate the process. After receiving DPI approval, the DAC must assign the accommodation in the DRC INSIGHT Portal for the student prior to printing test tickets. Students who do not meet all criteria but require Read Aloud (a human reader) should use the Read Aloud designated support.

### Stacked Translation

Schools should determine which stacked translation should be assigned to a student prior to testing by allowing the student to use the Forward Exam Practice Test with Stacked Translation with English (STE) audio and Spanish (STS) to decide which would be more beneficial during actual testing. The stacked translation assignment cannot be changed in the portal once a student has started testing. It is not possible to have both the English and Spanish audio on the same test form. Please refer to the English Learner (EL) Support Decision Tree for additional EL support assignment options. For students assigned STS, Test Administrators may opt to use the Spanish version of the Test Administration Script available on the [Forward Exam Resources webpage](#). NOTE: Translation is not permitted for the ELA exam.

## NAEP

*(for selected districts and schools only)*

### Reminder:

#### The Testing Window is Now Open

The NAEP testing window is January 26 to March 20, 2026; each participating school has been assigned one specific test date. See the [NAEP webpage](#) and the [NAEP AMS](#) for information and resources. Please contact [Angela Dugas](#) with any questions.

## Reading Readiness – Early Literacy Assessment

### New:

#### Checking for Blank and Invalid WISEids in aimswebPlus

Pearson and DPI have identified Act 20 students in aimswebPlus with blank or invalid WISEids. As a reminder, students must have a valid WISEid for Pearson to return scores to DPI. We ask that all districts check aimswebPlus to ensure all students testing for Act 20 have a valid WISEid and make updates in your Student Information System (SIS) as needed. Corrections to WISEids cannot be made directly in



aimswebPlus because the nightly roster sync will override any corrections if the incorrect data is not first updated in the SIS.

Instructions for checking a student's WISEid are located in the [Wisconsin aimswebPlus Rostering Guide](#) (page 9, Formatting Student ID Data). Instructions on how to complete a student export are located on the [Help Site](#). (How Can We Help > Start Here > Account Set-up and Management > Export Data) – this is a good option for districts wishing to view student WISEids in bulk. As a reminder, the WISEid in aimswebPlus is located in the SSID field.

Please have all WISEids updated and correct in aimswebPlus by February 27.

### **aimswebPlus Enrollment Date Settings Update Before Act 20 Spring Administration**

Districts now have an option to request a change to the enrollment date settings on their aimswebPlus account. Currently, all students imported from WISEdata have default start and end dates of August 1 – July 31. Districts may choose to have Pearson change these settings such that the start date remains August 1 and the end date is the value sent from WISEdata. This means students who become inactive during the year will be removed from the school's rosters (if the student did not test) or will show an inactive status (if there are scores associated with the student).

Districts who are manually rostering students outside of grades 4K – 3<sup>rd</sup> grade Early Literacy in aimswebPlus will need to provide Pearson with a list of specific students who were manually rostered along with their associated schools. If a district is doing any manual rostering within their aimswebPlus account, then having Pearson change enrollment date settings will only remove inactive students one time. Students will not continue to be removed during nightly rostering syncs. Any students who need to be removed from aimswebPlus in the future will need to be manually deleted by the district. Steps for completing this process can be found on the [Help Site](#) (aimswebPlus Help Site > Start Here > Account Set-up and Management > Manage Students). If a district is not manually rostering, students will continue to be removed as their end date is received from WISE.

In 4K – 3<sup>rd</sup> grades, students must be rostered with WISE. In the very rare case where it is necessary to manually roster students in 4K – 3<sup>rd</sup> grades, please provide Pearson with a list of specific 4K – 3<sup>rd</sup> grade students who were manually rostered, as well as their associated schools.

If you are interested in having Pearson update your account settings in advance of the spring administration, please reach out to Pearson no later than February 27.

Pearson Technical Support:

aimswsupport@pearson.com

(866) 313-6194, option 2

Monday - Friday | 6 am to 6 pm CT

## Reminders:

### Set 'Student Not Tested' (SNT) Status by February 13 for Mid-Year Act 20 Screening

Pearson has created an indicator within the aimswebPlus platform that allows users to indicate when a student has not tested on an Act 20 screener as well as the reason why (for example, absent, advanced to diagnostic, etc.). Release Notes and accompanying screenshots can be found on the [aimswebPlus Help website](#).

Indicating an SNT reason will be required beginning with the 2025-26 mid-year administration. **Districts should plan to indicate the SNT reason for students who did not screen in the mid-year window by February 13.** A district should mark an SNT status if a student did not complete and receive a score for any of the measures required for that administration. If a student completed and received a score for some measures but not all, plan to indicate a not tested status.

### WISE-Only Rostering Districts: Homeroom Indicator for Classes Beginning March 16

Districts who are rostering for Act 20 using only WISE (not multi-source) should begin using the Homeroom Indicator in the district's Student Information System to indicate which classes should be imported into aimswebPlus for Act 20 screening. Beginning March 16, Pearson will import only the classes that have the Homeroom Indicator marked, which will help reduce the number of unnecessary classes imported into the aimswebPlus platform from WISE. For assistance in how to mark the Homeroom Indicator in your Student Information System, please contact your SIS vendor.

### On-Demand Replay of Key Webinars Available

As a reminder, districts can access the on-demand replay of the [Optimizing Classroom Decisions through Data-Driven Insights](#) and [Empowering Individualized Student Decisions through Data Analysis](#) webinars. As we have concluded the fall administration and are moving toward mid-year, schools may find this information especially useful.

### Pearson Office Hours Available

Pearson hosts Office Hours every other Tuesday from 11:30am – 12:30pm CT. Please see the [Wisconsin Office Hours list of dates](#) and use this [Zoom link](#) to join each session. This offering is specific to Wisconsin, and districts may use the time to ask questions about the aimswebPlus platform, how to access materials and screen in aimswebPlus, how to access score results, viewing reports, and more.

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## New Resources

As new resources are posted to our website, we will include them here for your convenience for a few weeks. This is NOT an exhaustive list but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Description	Assessment
<a href="#">Test Administrator Training Video</a>	Training that is required for all TAs and covers all information TAs need to prepare for and administer the Forward Exam.	Forward
<a href="#">DAC/SAC Training Video</a>	Training for DACs/SACs that covers all aspects of Forward Exam administration.	Forward

## Important Dates to Remember

Be sure to refer to each specific assessment calendar for a complete list of key dates.

Date	Event	Program
February 9	Test set up opens - access to DRC INSIGHT Portal Test Sessions, Accessibility Features, Test Tickets	Forward
February 9	Test material order window opens for Test Window 1	ACT
February 9	Begin creating and assigning students to test session - Test Window 1	ACT
February 10	All materials due back to DRC for scoring	ACCESS
February 10	Online Technical Readiness Training	PreACT Secure
February 11	Accommodations deadline for Test Window 2	ACT
February 16	Paper test material order window opens	PreACT Secure
February 16	ACT test materials begin shipping	ACT
February 17	Office Hours - Testing virtual students	ACT
February 18	Data Validation Window Opens	ACCESS
February 26	Data Validation Window closes	ACCESS
February 27	Last day to order test materials for Test Window 1	ACT

Date	Event	Program
March 16	Testing window opens	Forward, DLM, PreACT Secure



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 Office of Educational Accountability  
 (608) 267-1072

<https://dpi.wi.gov/assessment/correspondence>

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