

March 9, 2016



Dear District Assessment Coordinators,

Please forward this message to your Special Education Director and any other relevant members of your team involved in the DLM assessment.

The DLM Data Lockdown begins this coming Monday, March 14. Prior to that date, all districts must have uploaded their users, student enrollments, and rosters. DPI has been monitoring the Educator Portal, and is aware that significant numbers of students have not been enrolled and are missing from rosters.

Please see the information below about data uploads and processes if corrections are necessary during the lockdown. DPI is unable to make exceptions to the lockdown period.

Enrollment

All students expected to take the DLM in grades 3-11 must be uploaded into Educator Portal, even if a parent has requested their student to be opted-out. Returning students must be uploaded using the Enrollment Template found on the [DLM Webpage](#), while only new students can be manually entered.

Rosters

All students expected to take the DLM in grades 3-11 must be included on a roster for each content area for their grade level. Students should only be listed once per content area.

Rosters can be created either manually or through the Roster Upload Template, also available on the [DLM Webpage](#).

- Students in grades 3-11 should be included on rosters for 'ELA' and 'M'
- Students in grades 4 and 8-11 should be included on rosters for 'SCI'
- Students in grades 4, 8, and 10 should be included on rosters for 'SS'

Data Lockdown

As a reminder, in an effort to prevent invalidations and misadministrations, DLM is implementing a lockdown of all Educator Portal data (except student PNPs and FCS). This lockdown window will begin Monday, March 14 and continue through the end of the test window on May 20. All data should be checked and validated by both the District Assessment Coordinator and the Test Administrator prior to this time.

Should data corrections be necessary *during* the window, all requests must be made by the District Assessment Coordinator through the DLM Helpdesk at 1-855-277-9751.

- Once you have reached the helpdesk automated answer, press '8' to be directed to data lockdown support staff and bypass the wait time.
- Changes can be made via phone or through a template submitted through a secure file transfer. DLM helpdesk will provide the appropriate template based upon the change necessary.
- DO NOT send student identifiable information through email. This includes student names, WSNs, birthdate, etc.

Failure to upload all students or make the necessary changes in Educator Portal could have a negative impact on your testing schedule.

Please contact Kristen Burton immediately with questions or concerns at kristen.burton@dpi.wi.gov or 608-267-3164.

Sincerely,

Troy Couillard
Director, Office of Student Assessment
Wisconsin Department of Public Instruction