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**Sent:** Thursday, January 08, 2015 2:44 PM  
**To:** DACs  
**Subject:** ACT Updates

District Assessment Coordinators:

The Department of Public Instruction (DPI) has been receiving many calls this week from District Assessment Coordinators (DACs) confused about the January 6-13, 2015, window for schools to confirm ACT Testing enrollment online and to order ACT WorkKeys standard time and accommodation test materials. As noted in the ACT Checklist of Dates, this task is to be completed by the ACT Test Coordinator at each high school. The ACT Test Coordinator received an email from ACT on Tuesday afternoon, January 6, 2015, which allows them to access and log into the electronic ordering form. High school principals are the ACT Test Coordinator by default, but during the establishment process this fall, they had the opportunity to name someone else to fill this role if they preferred. The DAC did not get this ordering email unless they are also the school's ACT Test Coordinator. DACs will receive copies of general emails from ACT but will not receive those that have school specific information such as passwords and log-in credentials like the email that was sent Tuesday.

ACT Aspire will be visiting Wisconsin for additional Spring Aspire training February 16-20, 2015. This is an effort by DPI and ACT Aspire to meet the training needs of Wisconsin to ensure a smooth Aspire testing experience for Wisconsin 9 and 10 graders. DACs will be sent an email soon with registration information for their district and will be asked to coordinate their district's registration. The format for the training will be very different than what was offered in the fall. Three two-hour trainings will be offered simultaneously in three different rooms. One room will be for training Test Coordinators. Another room will be focused on training Technology Coordinators. A third room will train individuals responsible for going back to their school and training Room Supervisors. There will be a 15 minute break followed by a repeat of the three sessions. Each participant will have the opportunity to attend two of the three sessions. The trainings will take place from 8 a.m. until 12:45 p.m. each day. Registration should open the week of January 12, but only the DAC will have access to that registration link. Each high school will be able to send three individuals – one for each role: Test Coordinator, Technology Coordinator, and Room Supervisor Trainer.

February 16	Wisconsin Dells	Kalahari Resort and Conference Center
February 17	Stevens Point	Holiday Inn Stevens Point Convention Center
February 18	Menomonie	UW Stout Memorial Student Center
February 19	Green Bay	Radisson Hotel and Conference Center
February 20	Milwaukee	Crowne Plaza Airport

Thank you for your assistance.

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