ELP Assessments Office Hour Key Topics Schedule

Overview and Format

OSPI's ELP Assessments Office Hour, hosted virtually every Monday at noon, is an opportunity for districts to learn more about ELP assessments in an informal and informational format. Districts can also ask the following staff any questions pertaining to ELP assessments:

- *English Language Proficiency Assessment Coordinator*: Sharon Coward
- *Assistant Director, Multilingual Education*: Virginia Morales
- *Director, Assessment Operations and Select Assessments:* Christopher Hanczrik
- *Program Specialist/Assessment Specialist:* Jenna Sheets
- *Data Recognition Corporation (DRC) partner:* Andrew Lenn

In the 2025-26 School Year, attendees can expect the following structure for the ELP assessment office hour:

- *Introduction:* Overview of reminders, key monthly tasks, and upcoming dates.
- *Key Topic:* Focused half-hour dedicated to a timely key topic related to ELP following the schedule listed below.
- *Question and Answer:* Open office hour for questions and answers.

Open to all users, attendees are encouraged to participate, ask questions, and/or share their district's strategies or processes.

ELP Assessment Office Hour runs from August to June. Please note that on holiday weekends where Monday is a non-work day, office hour is rescheduled for that Tuesday.

The key topic schedule listed below is subject to change. Ideas for additional key topics can be sent to the ELP Assessments inbox at ELPAssessments@k12.wa.us or shared during our office hours.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Zoom at Noon Key Topics Schedule for the 2025 – 2026 School Year

Month	Date	Topic	Description
August	*Monday, August 4*	Welcome to 25-26	• Preview the 25-26 SY • WIDA Alternate Screener • Guidance Review for ELP Screening in 25-26: Training, Administration, Identification, Placement, Reporting
	Tuesday, *August 12*	Welcome to 25-26	• Preview the 25-26 SY • WIDA Alternate Screener • Guidance Review for ELP Screening in 25-26: Training, Administration, Identification, Placement, Reporting
	Monday, August 18	Welcome to 25-26	• Preview the 25-26 SY • WIDA Alternate Screener • Guidance Review for ELP Screening in 25-26: Training, Administration, Identification, Placement, Reporting
	Monday, August 25	Welcome to 25-26	• Preview the 25-26 SY • WIDA Alternate Screener • Guidance Review for ELP Screening in 25-26: Training, Administration, Identification, Placement, Reporting
September	Tuesday, *September 2*	ELP Assessments: Quick Start Guide	• Preview the 25-26 SY • WIDA Alternate Screener • Guidance Review for ELP Screening in 25-26: Training, Administration, Identification, Placement, Reporting
	Monday, September 8	ELP Assessments: Quick Start Guide	• Getting Started with WIDA ACCESS: User Management, Student Management, Materials Management • Key Tasks for the 25-26 SY

	Monday, September 15	ELP Assessments: Quick Start Guide	• Getting Started with WIDA ACCESS: User Management, Student Management, Materials Management • Key Tasks for the 25-26 SY
	Monday, September 22	ELP Assessments: Quick Start Guide	• Getting Started with WIDA ACCESS: User Management, Student Management, Materials Management • Key Tasks for the 25-26 SY
	Monday, September 29	ELP Assessments: Quick Start Guide	• Getting Started with WIDA ACCESS: User Management, Student Management, Materials Management • Key Tasks for the 25-26 SY
October	*Monday, October 6*	User Management	• User Roles and Permission Sets: Assigning and Editing • User Training Requirements and Expectations
	Monday, October 13	User Management	• User Roles and Permission Sets: Assigning and Editing • User Training Requirements and Expectations
	Monday, October 20	Student Management	• Pre-ID Process • WIDA Alternate ACCESS • Accommodations
	Monday, October 27	Student Management	• Pre-ID Process • WIDA Alternate ACCESS • Accommodations
November	*Monday, November 3*	Test Management	• Test Security: Environment and Electronics • Test Appeals versus Test Incidents • Materials Management
	Monday, November 10	Test Management	• Test Security: Environment and Electronics • Test Appeals versus Test Incidents • Materials Management

	Monday, November 17	Test Management	• Scheduling Considerations: Test Mode, Test Groups, Master Schedules • Test Administration Considerations: Test Tickets, Test Sessions, Tier Placement Reports
	Monday, November 24	Test Management	• Scheduling Considerations: Test Mode, Test Groups, Master Schedules • Test Administration Considerations: Test Tickets, Test Sessions, Tier Placement Reports
December	Monday, December 1	Student Management	• WIDA AMS Updates • Managing Registrations • Managing Student Movement • Preventing Data Validation Issues • Accommodations and Codes
	Monday, December 8	Student Management	• WIDA AMS Updates • Managing Registrations • Managing Student Movement • Preventing Data Validation Issues • Accommodations and Codes
	Monday, December 15	Materials Management	• Materials Management: Inventory, labels and bubbling • Ordering Additional Materials • Accountability Form
	Monday, December 22	Materials Management	• Materials Management: Inventory, labels and bubbling • Ordering Additional Materials • Accountability Form
	Monday, December 29	Preparing for WIDA ACCESS	• Checking In • Key Tasks and Reminders

January	*Monday, January 5*	Preparing for WIDA ACCESS	• Checking In • Key Tasks and Reminders
	Monday, January 12	Materials Management	• Materials Management: Inventory, accountability, labels and bubbling • Ordering Additional Materials • Accountability Form
	Tuesday, January 20	Test Administration	• Test Security Reminders • Student Management Reminders: Data Tracking • Materials Management Reminders: Labeling and Bubbling • Test Administration: Monitoring Completion
	Monday, January 26	Test Administration	• Test Security Reminders • Student Management Reminders: Data Tracking • Materials Management Reminders: Labeling and Bubbling • Test Administration: Monitoring Completion
February	*Monday, February 2*	Troubleshooting	WIDA ACCESS test administration troubleshooting
	Monday, February 9	Troubleshooting	WIDA ACCESS test administration troubleshooting
	Tuesday, *February 17*	Troubleshooting	WIDA ACCESS test administration troubleshooting
	Monday, February 23	Troubleshooting	WIDA ACCESS test administration troubleshooting
March	*Monday, March 2*	Materials Management	• Materials Inventory • Materials Return • Missing Materials Report Process
	Monday, March 9	Materials Management	• Materials Inventory • Materials Return • Missing Materials Report Process
	Monday, March 16	Data Validation	• Pre-Reporting Data Validation: Process, Codes, Duplicate Records

	Monday, March 23	Data Validation	• Pre-Reporting Data Validation: Process, Codes, Duplicate Records
	Monday, March 30	Data Validation	• Pre-Reporting Data Validation: Process, Codes, Duplicate Records
April	*Monday, April 6*	Post-Test Administration	• Key Tasks • TK and Kindergarten Screening • Ordering materials
	Monday, April 13	Post-Test Administration	• Key Tasks • TK and Kindergarten Screening • Ordering materials
	Monday, April 20	Post-Test Administration	• Key Tasks • TK and Kindergarten Screening • Ordering materials
	Monday, April 27	Post-Test Administration	• Key Tasks • TK and Kindergarten Screening • Ordering materials
May	*Monday, May 4*	Score Reports	• Score Report Dates • Exit Criteria • Understanding ISRs
	Monday, May 11	Score Reports	• Score Report Dates • Exit Criteria • Understanding ISRs
	Monday, May 18	Score Reports	• Score Report Dates • Exit Criteria • Understanding ISRs
	Tuesday, *May 26*	Score Reports	• Score Report Dates • Exit Criteria • Understanding ISRs
June	*Monday, June 1*	Preparing for 26-27 SY	Systems for test management, student management, materials management, and user management
	Monday, June 8	Preparing for 26-27 SY	Systems for test management, student management, materials management, and user management

	Monday, June 15	Preparing for 26-27 SY	Systems for test management, student management, materials management, and user management
	Monday, June 22	Preparing for 26-27 SY	Systems for test management, student management, materials management, and user management
	Monday, June 29	Preparing for 26-27 SY	Systems for test management, student management, materials management, and user management Systems for user management
July	No Office Hour		