

English Language Proficiency Assessments (ELPA) Office Hour Key Topics Schedule

Overview and Format

OSPI's ELPA Office Hour is an opportunity for districts to learn more about Washington's ELP assessments in an informal and informational format.

- **Who:** All district users of ELP Assessments, including placement assessments and annual assessments.
- **When:** Every Monday, August through June.
- **Where:** Microsoft Teams.
- **Time:** 12:05–1:00 p.m.

Office Hour Hosts

The ELPA Office Hour is hosted by OSPI's English Language Proficiency Assessments office and Multilingual Education office, with additional monthly support from our test vendor:

- **English Language Proficiency Assessment Coordinator:** Sharon Coward
- **Assistant Director, Multilingual Education:** Virginia Morales
- **Data Recognition Corporation (DRC) partner:** Andrew Lenn (Last Monday of the Month)

Office Hour Structure

Each ELPA Office Hour is structured around the following components:

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

New to 2026–27, the first office hour of the month will focus on shared strategies for system success. This is an opportunity for districts to learn from others in a structured format that features a short presentation from district guest speakers on a key monthly topic, followed by an opportunity to ask questions and share ideas.

Districts interested in presenting can contact ELPAssessments@k12.wa.us.



Office Hour Schedule

The ELPA Office Hour schedule is subject to change and changes are noted in red on the OSPI ELPA website. Ideas for topics can be sent to ELPAAssessments@k12.wa.us.

ELP Assessment Office Hour Key Topics Schedule for the 2026–27 School Year

Date	Topic	Description
August 3, 2026	Welcome to 2026–27	Updates to 2026–27
August 10, 2026	NO OFFICE HOUR ML Convening	
August 17, 2026	Welcome to 2026–27	Updates to 2026–27
August 25, 2026 End at 12:30 for division meeting travel	ELP Assessments: Quick Start Guide	Introduction ELP Assessments ELP Assessments Calendar ELP Key Tasks
August 31, 2026	DRC Partner Presentation ELP Assessments: Updates for 2026–27	DRC Presentation: ELP Assessments Updates for 2026–27
September 7, 2026	NO OFFICE HOUR Labor Day Holiday	
September 14, 2026 End at 12:30 for division meeting travel	ELP Placement Assessments	User Management Student Management Records Management
September 21, 2026	ELP Placement Assessments:	User Management Student management Records Management

Date	Topic	Description
September 28, 2026 DRC	ELP Placement Assessments: Managing Users and Students	User Management Student Management Records Management
October 5, 2026	Focused Office Hour Student Management	Guest Presenter: Accommodations Guest Presenter: Pre-ID Process
October 12, 2026	Student Management for ELP Annual Assessments	Accommodations Mode of Administration Pre-ID Process
October 19, 2026	Student Management for ELP Annual Assessments	Accommodations Mode Administration Pre-ID Process Materials
October 29, 2026	DRC Partner Presentation Student Management for ELP Annual Assessment	Accommodations Accommodated Test Forms Pre-ID Process Materials
November 2, 2026	Focused Office Hour User Management	Guest Presenter: Managing User Training Guest Presenter: Test Security Building Plans

Date	Topic	Description
November 9, 2026	User Management	Roles and Permission Sets Training Requirements and Expectations
November 16, 2026	NO OFFICE HOUR Subcommittee Meetings	November 16, 2026
November 23, 2026	Test Management	Test Security Building Plans Test Security Overview ARMS Overview
November 30, 2026	DRC Partner Presentation Test Management	Managing Test Administration Scheduling Consideration: Mode, Groups, Master Schedules
December 7, 2026	Focused Office Hour Test Management	Guest Presenter: Managing Test Administration Guest Presenter: Scheduling Considerations
December 14, 2026	DRC Partner Presentation Test Management	Test Administration Considerations: Test Tickets Sessions, Mode of Administration, Tiers WIDA AMS Management: Next Steps and Changes for 2026–27
December 21, 2026	NO OFFICE HOUR	

Date	Topic	Description
	Winter Break	
December 28, 2026	NO OFFICE HOUR Winter Break	
January 4, 2027	Focused Office Hour Materials Management	Guest Presenter: Managing Materials Guest Presenter: Managing Additional Materials Needs
January 11, 2027	Materials Management	Inventory, labels, bubbling Ordering Additional materials Materials Accountability Form
January 18, 2027	NO OFFICE HOUR Martin Luther King, Jr. Day	
January 25, 2027	DRC Partner Presentation Test Administration Management	Test Security Reminders Student Management Reminders Materials Management Reminders Test Administration Reminders
February 1, 2027	Focused Office Hours Test Administration Management	Guest Speaker: Managing Test Administration Guest Speaker: Managing Monitoring

Date	Topic	Description
		Guest Speaker: Managing Completion
February 8, 2027	Test Administration Management	WIDA ACCESS Test Administration Q&A
February 15, 2027	NO OFFICE HOUR President's Day Holiday	
February 22, 2027	DRC Partner Presentation Test Administration Management	WIDA ACCESS Test Administration Q&A
March 1, 2027	Focused Office Hour Materials Management	Guest Presenter: Materials Inventory Guest Presenter: Materials Return
March 8, 2027	Test Administration Management	WIDA ACCESS Test Administration Q&A
March 15, 2027	Test Administration Management	WIDA ACCESS Test Administration Q&A
March 22, 2027	Materials Management	Materials Inventory Materials Return Missing Materials Report
March 29, 2027	DRC Partner Presentation Materials Management	Materials Inventory Materials Return Missing Materials Report
April 5, 2027	Focused Office Hour	Guest Presenter: Data

Date	Topic	Description
	Records Management	Validation Management Guest Speaker: Managing Records
April 12, 2027	Records Management	Pre-Reporting Data Validation: Process, Codes, Duplicate Records
April 19, 2027	Records Management	Pre-Reporting Data Validation: Process, Codes, Duplicate Records
April 26, 2027	DRC Partner Presentation Records Management for ELP Annual Assessments	Reviewing Score Reports Preparing for Post-Reporting Data Validation
May 3, 2027	Focused Office Hour Score Reports	Guest Presenter: Managing Score Reporting Guest Presenter: Family Communication
May 10, 2027	Score Reports	Score Reporting Exit Criteria Understanding ISRs
May 17, 2027	Score Reports	Score Reporting Exit Criteria Understanding ISRs
May 24, 2027	DRC Partner Presentation Post-Reporting Data Validation	Reviewing Data Making corrections

Date	Topic	Description
May 31, 2027	NO OFFICE HOUR Memorial Day	
June 7, 2027	NO OFFICE HOUR WIDA Annual Meeting	
Jun 14, 2027	Post-Reporting Data Validation	Reviewing data Making corrections
June 21, 2027	Preparing for 2027–28	Systems for management
June 28, 2027	DRC Partner Presentation Preparing for 2027–28	Systems for management