

District Assessment Coordinator (DAC)

Month	To-Do	Resources
August	<input type="checkbox"/> Update MCA Testing Calendar by building on Dist 318 website> Teaching & Learning > Assessment & Grading <input type="checkbox"/> Request reimbursement for previous year's ACT students in GRR system (must have Ediam access from Julie Rasmussen) <input type="checkbox"/> Input June ACT Scores	3 4-5 6-12 State testing windows
September	<input type="checkbox"/> Order PSAT & Designate School Coordinators <input type="checkbox"/> ISR's sent to buildings <input type="checkbox"/> Request MCA & Access results to be uploaded into Campus (requested through Linda Larsen) <input type="checkbox"/> Input Access Scores into Campus <input type="checkbox"/> Establish date for ACT and enter into district contract <input type="checkbox"/> Designate ACT School Coordinators at BF & GRHS	Use District & School Student Results to create Spreadsheet ACT District Testing
November	<input type="checkbox"/> Order Access Tests <input type="checkbox"/> Verify all EL students are in the system for MARSS <input type="checkbox"/> Read MCA Procedures Manual	Procedures Manual
December	<input type="checkbox"/> Prepare MCA Accommodations/MTAS order form for Special Ed staff <input type="checkbox"/> Prepare MTAS training & Send to Sped Staff <input type="checkbox"/> Update MCA District Security Procedures	ISD 318 MCA Security Procedures
January	<input type="checkbox"/> Deadline for MCA Accommodations/MTAS order <input type="checkbox"/> Access test window opens <input type="checkbox"/> Coordinate sign ups for ACT & collection of payments <input type="checkbox"/> Upload ACT SDU File (students in system) <input type="checkbox"/> Update MCA District Security Procedures	ISD 318 MCA Security Procedures
February	<input type="checkbox"/> Prepare SAC training & invite staff <input type="checkbox"/> Receive MCA Accom & MTAS booklets & verify secure numbers. <input type="checkbox"/> Input December ACT Scores <input type="checkbox"/> Coordinate Pework for students taking the ACT <input type="checkbox"/> Finalize MCA District Security Procedures	ISD 318 MCA Security Procedures
March	<input type="checkbox"/> Print & apply student labels to MCA Accom & MTAS; sort by building. <input type="checkbox"/> Set up test sessions & Reporting Groups <input type="checkbox"/> Assign Sped teacher to students with MTAS in PAN <input type="checkbox"/> Verify all Access Tests are finalized by deadline <input type="checkbox"/> Hold SAC Training at Admin building	MN Pearson Access Next
April	<input type="checkbox"/> Deliver MCA Accom & MTAS to buildings <input type="checkbox"/> Verify all staff has been trained for MCAs	
May/June	<input type="checkbox"/> Post Test Editing <input type="checkbox"/> Input April ACT Scores	Test Wes

