Washington Office of Superintendent of
PUBLIC INSTRUCTION

Washington Comprehensive
Assessment Program

Quick Start Guide

District Assessment Coordinators Guide

2023–2024

This manual provides District Assessment Coordinators with information on user roles and responsibilities, test administration activities, establishing access to OSPI and vendor systems, and resources. A brief description of each topic is included.

Revision Log

Changes to this document made after August 4, 2023, will be noted in the table below.

Section	Page	Description of Revision	Revision Date

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Tale of Tables

Section I: Quick Start

Overview

This *Quick Start Guide* provides District Assessment Coordinators (DACs), also referred to as the DC or DTC (District Test Coordinator) in some systems, with the information needed for their role. It provides details on OSPI and vendor systems and how to access them, the required and recommended training resources for the role, and OSPI contact information. This manual is not comprehensive for all components of the assessment program.

The Quick Start Guide is updated each August to reflect the information needed to start each school year. We recommend that returning DACs read this document each year, and that new DACs read it upon assuming DAC duties.

Roles and Responsibilities

The ability of the Washington Comprehensive Assessment Program (WCAP) to function effectively and fulfill the goals of schools, state, and federal agencies relies on a well-structured hierarchy of roles. The duties of the DAC range from broad oversight of district testing to supporting the needs of individual students. This means that DACs must establish a system to balance these responsibilities, while remaining involved in each aspect of state testing. Moreover, ensuring there are trained staff to support you within the district and at the school level is fundamental to the position. The Professional Standards and Security, Incident, and Reporting Guidelines (PIRG) provides detailed information in support of each user role. **Table 1** below describes the different user roles and gives a high-level overview of the primary responsibilities.

Table 1: District Roles for Assessment Staff

District Role	Description
District Assessment Coordinator (DAC)	A DAC provides general oversight for all administration activities and duties range from a broad oversite of testing to the needs of individual students. DACs establish a system to balance responsibilities and ensure that DAs, SCs, and TAs are trained regarding the state assessment administration, security policies, and procedures. District Assessment Coordinator Duties and Responsibility Checklist
District Administrator (DA)	DAs are sometimes referred to as the DAC Designee in some systems (usually EDS). They support the activities outlined by the DAC. System and application permissions of a DA mirror that of a DAC. The DAC is responsible for outlining the activities that a DA will support and for providing the necessary training.
School Test Coordinator (SC)	Under direction from the DAC, SCs provide general oversight for all administration activities in their school and for all TAs. School Test Coordinator Duties and Responsibility Checklist
Test Administrator (TA)	TAs administer tests for students. DACs and SCs are required to ensure that TAs are trained prior to administering state assessments. This includes ensuring TAs have a clear understanding of testing protocols and security policies prior to administering any of the tests. Test Administrator Duties and Responsibility Checklist
Technology Coordinator	Technology Coordinators set up Test Administrator and student workstations and configure networks for online testing and assistive technologies. Technology Coordinator Duties and Responsibility Checklist

2023–24 Summative Administration Flowchart
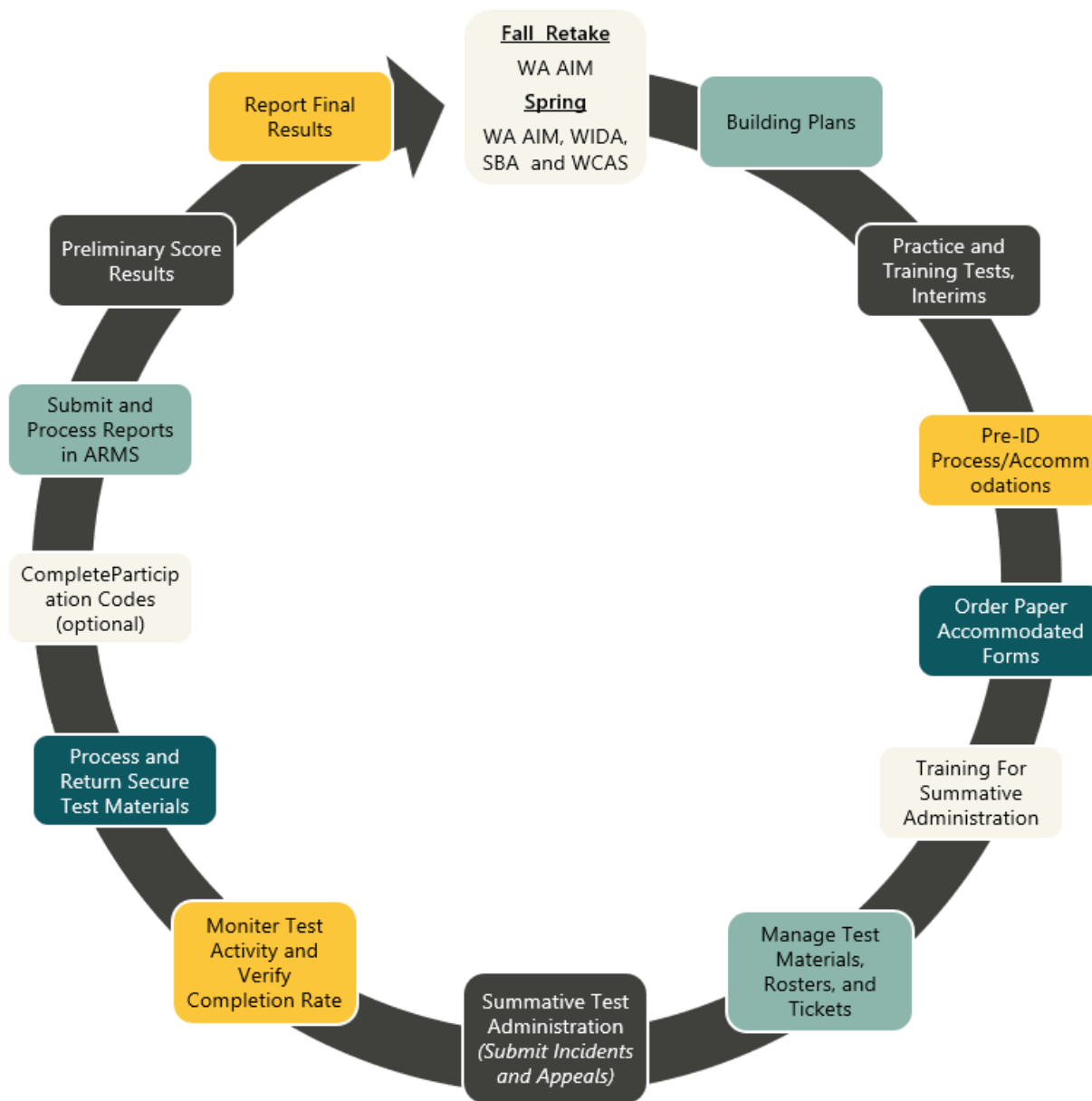
This flowchart includes the 2023–2024 summative assessments and retakes at the top and bottom of the circle of DAC tasks throughout the year. High school students can repeat the WA-AIM high school assessment in the fall if their earlier attempt did not result in a score that meets Washington's Graduation Pathways requirements. The spring administration includes WA-AIM, WIDA ACCESS, WIDA Alt-Access, Smarter Balanced Assessments (SBA), and Washington Comprehensive Assessment for Science (WCAS).

Consider your schedule for the following activities **1)** creating test security and building plans, **2)** administering practice and training tests and interims, **3)** verifying student pre-identification (Pre-ID) and accessibility features, **4)** ordering accommodated paper testing materials, **5)** implementing training for summative testing and security, **6)** submitting incidents and appeals in the Assessment Reporting Management System (ARMS), **7)** monitoring testing activity and verifying student completion rates, **8)** processing and returning secure test materials, **9)** completing participation codes (optional) in the Test Information Distribution Engine (TIDE), **10)** processing and submitting all reporting documents in ARMS, **11)** reviewing preliminary score results, and **12)** reporting final results.

Resources

Washington Comprehensive Assessment Program (WCAP) Portal

All resources used in test administration are located on the WCAP Portal. Users choose the test (Smarter Balanced Summative or Interim, or WCAS) that they are preparing for or administering and then choose from the following tasks:

- Accommodated Materials
- Administering Online Tests
- Preparing for Administration
- Accessibility Supports
- Resources
- Scores and Reporting
- Test Design and Blueprints
- Webinars and Trainings

At the top of each task page there are links to the **Systems** card(s) used in the chosen task.

Under the **Systems** card(s), the **Associated Resources** for each task are available for download. Resources are tabbed out by type under one of three categories: General Information, User Guides and Manuals, and Trainings.

An **Advanced Search** feature allows you to refine your search with 9 primary search categories and more than 50 subcategories.

If you are looking to define a term instead of search for resources, you can select the **Browse the Glossary** button.

The **Announcements** button on the landing page takes the user to a page with the ten most recent announcements.

For additional information see Navigating the WCAP Portal.

Washington Assessment Weekly (WAW)

This publication communicates new and updated state assessment and policy information, while also providing upcoming testing reminders. The Assessment Operations office distributes this newsletter via email to all DACs and District Administrators (DAs) listed in EDS. DACs are encouraged to establish an internal process for sharing information with other school and district staff, as the information pertains to their responsibilities.
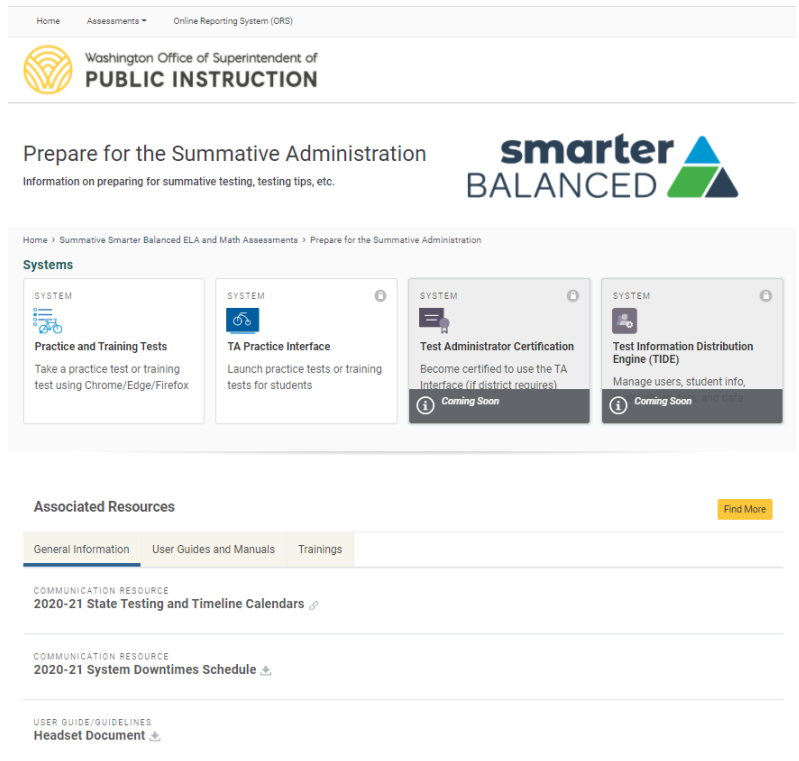
Establishing Access to OSPI Systems and Applications

Education Data System (EDS)

The Education Data System (EDS) is a centralized suite of web-based applications involving Washington educational data. It is used by state agencies, educational service districts (ESDs), local education agencies (LEAs), schools, teachers, teaching certificate applicants, non-profit organizations, and businesses for a variety of purposes relating to education.

EDS uses a single sign-on system to provide access to allowed data. Accounts may be created by individuals or District Data Security Managers (DDSM). Roles applied to an EDS account give the user of that account access to the allowed data for that organization. DACs new to their role should contact their DDSM to create or update their EDS account. The addition of a role to a user's account may only be performed by an authorized DDSM. EDS is the home for the following applications. To use the links for the applications described below, you need to have an account and be logged in to the application.

Washington Assessment Management System (WAMS)

The **Profile** tab within WAMS collects the contact information of DACs, DAs, and Program Coordinators, as well as the shipping address for delivery of secure testing materials and reporting documents. This contact information also is used to establish DAC and DA access to vendor systems at the start of each year and for the contact list OSPI uses for all assessment communications. Please be sure to keep the information in this tab up to date as staffing changes occur.

The **Pre-ID** tab identifies students receiving services, registration of alternate testing locations, and registration for alternate assessments. The instructions for using these pages and processes are in WAMS:

- Under **Nightly File Extracts** you can use Send Student to TIDE to send students individually. There is also functionality to remove a student record from TIDE in Remove Record from TIDE tool. A list of your queued requests to send or remove students from TIDE appears in this application under "Students to be sent or removed from TIDE." This list updates daily and records no longer show after the request is processed. You can also search SSID Issuance. The Remove No-Show students list was added last school year and is a list of probable "no-show" students, meaning student records submitted to CEDARS and later removed when a student intends to enroll in a school but ultimately does not, where districts can clean up and remove these records from TIDE. This list is updated daily.

- Under **WaKIDS Transfer Requests**, you can complete student transfers between districts in the MyTeachingStrategies platform via WAMS submissions.

The **File Downloads** tab is used to communicate pre-ID files, score results, secure training materials, PPTX audio files, and other miscellaneous resources.

The **Data Review** tab is used to review student enrollment for the spring test administration along with the assessments in which students are expected to participate.

CAA/CIA Database

This application now contains two databases:

- The Graduation database (or Grad database) is for students in Class of 2019 and prior.
- The Pathways Database is for students in the Class of 2020 and beyond.

You can use this to review a high school student's progress towards graduation requirements.

For additional information, visit:
- Graduation requirements

- [Scale Score State Assessment](#)
- [Graduation Pathways toolkit](#)

Tableau Server

The Tableau server application gives district-level staff access to preliminary and unsuppressed data not intended for the public report card site. State-level data, which has suppressed data, is available when [Washington State Report Card](#) is loaded.

Graduation Alternatives

The Graduation Alternatives application in EDS allows districts to submit and receive approval on manual entry of certain pathways if needed.

Washington Query

Washington Query allows district level staff to view and sort student assessment scores and demographic data for their district. Demographic data and summary reports can be downloaded and printed. Student Individual Score Reports (ISRs) can be viewed and printed in Query.

Assessment Reporting Management System (ARMS)

This is the location where SCs, DAs, and the DAC complete reports for state testing. Reports forwarded to the state are required to be submitted by the DAC as identified in WAMS-Profile. Forms and reports available in ARMS include:

- ☐ District Administration and Security Report
- ☐ Non-Standard Designated Support and Accommodation Requests
- ☐ Medical Exemption
- ☐ Modified Test Schedule
- ☐ School Site Administration & Security Report
- ☐ Test Incident Report
- ☐ Test Material Variance Report
- ☐ Test Question Ambiguity Report

Washington State Report Card

The [Washington State Report Card](#) is the OSPI public-facing reporting site. Assessment data is updated annually (usually mid- to late-August) and provides parents, educators, policymakers, researchers and other stakeholders in Washington State with information about K–12 public schools. It includes demographic information about students at the school, district, and state levels and data about student achievement on statewide assessments. It also provides information about teachers, administrators, and other school staff.

In order to protect student privacy, aggregate data that could be used to identify an individual student must be withheld. For more information, please review the information on suppression at the [Frequently Asked Questions](#) located on the bar at the bottom of the [Washington State Report Card](#) screen.

District and school personnel should contact the DAC directly with questions regarding district level data. If DACs or trained DAs have questions, please email assessmentanalysts@k12.wa.us or call 360-725-6109.

Secure File Transfer Protocol (SFTP)

Student information is confidential and therefore any documentation containing student information must be delivered securely. This requires a secure system for districts to pass files to or receive information from the state.

It is important that you contact OSPI to request an account and password before setting up and configuring this software. Passwords can only be obtained from OSPI.

☐ For general information and set-up instructions, download the user guide from WAMS > Assessment Operations > File Downloads > 2021 Administration > 5. Administration Training Resources > SFTP Resources.

Establishing Access to MyTeachingStrategies Gold for WaKIDS

MyTeachingStrategies® is the online platform that educators use to enter and submit their WaKIDS Whole-child Assessment data.

DACs establish access to *MyTeachingStrategies®* by contacting the Early Learning Office at OSPI at wakids@k12.wa.us. DACs can establish other administrator user accounts in *MyTeachingStrategies®* for their district. Teacher user accounts are created through required WaKIDS 101 trainings at OSPI. The DAC can manage users within the district from the ADMINISTRATION tab in *MyTeachingStrategies®*. From the Users tab they can add new administrators, assign access levels, look up login history, and reset passwords.

New administrator users will receive an email with a username and password from the email address: Implementation@teachingstrategies.com, which they use to log into the system. For more information on using *MyTeachingStrategies®*, please refer to the WaKIDS Quick Start Guide for DACs, which can be accessed in WAMS or by contacting the Early Learning Office at wakids@k12.wa.us.

Establishing Access to DRC INSIGHT for WA-AIM

DRC INSIGHT is the user and test management component of the Washington Access to Instruction and Measurement (WA-AIM) Data Collection Platform, which is maintained by our WA-AIM vendor Data Recognition Corporation (DRC). To access the Data Collection Platform, all DAC, SC, or TA users must be added in DRC Insight.

OSPI provides a list of DAC names and emails to DRC based on the district Profile tab in WAMS. DRC uses this information to create user accounts for DACs, and then DACs create accounts for SCs and TAs. The DRC INSIGHT system allows users access links to program tools, access to the data collection system, and provides information for the WA-AIM program. To access program content, authorized personnel need to login to the secure website with their email address and password.

Once logged into DRC Insight, TAs can access the Data Collection Platform where WA-AIM assessments are documented and submitted. To access WA-AIM's version of DRC Insight, a user will click the 'Washington' button after logging into the DRC Insight system.

Establishing Access to DRC INSIGHT for WIDA

DRC INSIGHT is the user and test management component of the WIDA Screener, WIDA ACCESS, WIDA Alt-ACCESS, which are maintained by our WIDA vendor Data Recognition Corporation (DRC). This system is also referred to in WIDA documentation and guides as the WIDA Assessment Management System (AMS). In order to access the WIDA AMS, all DAC, SC, or TA users must be added in DRC INSIGHT.

OSPI provides a list of DAC names and emails to DRC based on the district Profile tab in WAMS. DRC uses this information to create user accounts for DACs, and DACs create accounts for SCs and TAs. The DRC INSIGHT system allows users perform administrative tasks such as user management, materials management, student management, test management and reporting. To access content, authorized personnel need to login to the secure website with their email address and password. To access WIDA's version of DRC INSIGHT, a user will click the 'WIDA' button after logging into the DRC INSIGHT system.

Establishing Access to Cambium Systems

Cambium Assessment Incorporated (referred to as Cambium throughout this document, but sometimes also referenced as the acronym CAI elsewhere) is the online test vendor for Smarter Balanced (math & ELA) and WCAS (science) assessments. Cambium has multiple applications within a platform to support these assessments.

In order to access Cambium systems, all DAC, DA, SC, or TA users must be added in TIDE. OSPI provides a list of DAC names and emails to Cambium based on the district Profile tab in WAMS. OSPI manages the DAC and DA roles only. It is the DAC/DAs responsibility to add and maintain user roles for other district/school personnel.

User guides and manuals are available for each Cambium application on the WCAP portal. Technical support for Cambium systems is available through the Washington helpdesk: wahelpdesk@cambiumassessment.com

Test Information Distribution Engine (TIDE)

TIDE is used to manage student information (e.g., setting student test settings and rostering students to teachers for test ticket creation) and user accounts for the general ELA, math, and science assessments.

OSPI sends CEDARS records for enrolled students to TIDE on a nightly basis. Students must have a record in TIDE to participate in state assessments. A student can have a record in TIDE when a record with a valid, unique State Student Identifier (SSID) is sent from CEDARS to TIDE or from the WAMS Send Student to TIDE application. DCs will manage users (your staff) and student records in TIDE.

☐ For additional information, refer to the *TIDE User Guide* and the TIDE Module.

Test Delivery System (TDS)

TDS, which uses both a TA interface and a student interface, is where TAs will securely administer:

- Training tests – allows students to become familiar with item types, tools, and navigation of the online test system.
- Practice tests – mirrors the summative format and illustrate the range of test questions.
- Interim assessments – provides flexible, periodic tests. Interim Comprehensive Assessments (ICA) mirror the summative Smarter Balanced Assessment, while Interim Assessment Blocks (IAB) and Focused Interim Assessment Blocks (FIABs) give a more targeted set of items specific to either ELA or math.
- Summative assessments – the required assessment used for federal accountability and graduation purposes. (Smarter Balanced ELA and Math, and Washington Comprehensive Assessment of Science).

☐ For additional information, refer to the *TA Interface User Guide*, the TA Interface for Online Testing Module, and the Secure Browser for Student Online Testing Module.

Assessment Viewing Application (AVA)

AVA is a component of TDS that allows users to view the Smarter Balanced (ELA and math) interim assessments for administrative or instructional purposes. It provides users access to actual interim assessments before students are tested and provides a greater understanding of the content being assessed and the time needed to complete an interim assessment.

☐ For additional information, refer to the *AVA User Guide* and AVA Module.

Teacher Assessment Scoring Center (TASC)

In the Teacher Assessment Scoring Center (TASC), local educators must use Interim TASC Materials, available in TIDE, to score item responses from the Interim Comprehensive Assessments (ICAs) and select Interim Assessment Blocks (IABs) and Focused Interim Assessment Blocks (FIABs). When students complete an interim assessment the hand-scored items are sent to the Teacher Assessment Scoring Center where the TA views student responses to items and enter scores or condition codes.

- ☐ For additional information, refer to the *Interim Test Administration Manual and TA Script of Student Directions*.

Smarter Balanced Reporting System (SRS)

Smarter Balanced Assessment results, both interims and summative, as well as the WCAS results will be found in the Smarter Balanced Reporting System (SRS). SRS allows DAC, DA, or SC users to group students by teacher. Teachers (TAs) can then view reports for their currently enrolled students. Generally, SRS will report Smarter Balanced results within 10 business days of testing, once scores have been released for reporting.

- ☐ For additional information, refer to the *Smarter Reporting System Introductory Guide* and other associated resources for the SRS in the WCAP Portal.

Tables 2 through 4 summarize the user roles in the three test vendor systems. The first column is the name of the user role, and the second column describes the role in that system.

Table 2: User Roles in MyTeachingStrategies® (WaKIDS)

MyTeachingStrategies® GOLD System User Role	Description
Administrator	Districts will have at least one Administrator in MyTeachingStrategies®, the DAC. DACs establish classrooms and connect teacher accounts to these classrooms in MyTeachingStrategies®. Additionally, DAC's upload and transfer student records, monitor assessment progress and analyze assessment results within the vendor platform.
Teacher	Teachers observe and assess students and record observations in MyTeachingStrategies®.

Table 3: User Roles in DRC INSIGHT (WA-AIM, WIDA)

DRC Insight System User Role	Description
District Test Coordinator (DTC)	DTC users can add DTC, SC and TA user accounts and assign permissions to DTC, SC and TA user accounts.
School Coordinator (SC)	SC users can add SC and TA user accounts, assign permissions to SC and TA user accounts, and create and edit test sessions.
Test Administrator (TA)	TA users can create and edit test sessions, search for and add students to test sessions, and print test sessions rosters for use with student login on the Data Collection Platform.

Table 4: User Roles in Cambium Systems (SBA, WCAS, SBA Interims)

Cambium System User Role	Description
District Coordinator (DC)	The highest user role for the district, has the access to the most tasks and data.*
District Administrator (DA)	Virtually mirrors the DC role permissions.*
School Test Coordinator (SC)	The highest user role for a specific school.*
Test Administrator (TA)	User role for those individuals who will be administering the tests to students.*
Information Specialist (IS)	Generally used for Office of School and System Improvement (OSSI) coaches and other locally contracted district staff who need to access assessment data. This role cannot view program or demographic data for individual students.*
Tools for Teachers (TFT_SC)	User role in Cambium Systems to grant access to Smarter Balanced Tools for Teachers (formerly Smarter Balanced Digital Library) only. Does not have access to Cambium systems like TIDE, TDS, AVA, TASC, or the Smarter Balanced Reporting System with this specific user role.*

* For a detailed breakdown of user role permissions and hierarchy, please refer to the User Role Permissions section in the appendix of the TIDE User Guide.

Section II: Training Resource Overview

Tables 5 through 8 list available training materials for individual applications or content and the location where the resource is found. The materials column includes the name of the material and specifies if the material is required or optional for new DACs.

Table 5: Training Material Overview

Topic/System	Material	Overview	Location
General Training	**<u>Required</u>** [Test Coordinator Training](#) [ARMS Training Module](#) [New DC & DA Training](#) [Spring TA Training](#) **<u>Optional</u>** [Test Administrator Certification](#), highly recommended	General information to assist in training and preparation for state testing.	WCAP Portal
Policy and Security	**<u>Required</u>** [Test Coordinators Manual (TCM)](#) [Professional Standards and Security, Incidents, and Reporting Guidelines (PIRG)](#)	Details testing policy and security information.	WCAP Portal
Summative Test Design	**<u>Optional</u>** [ELA Summative Blueprints](#) [Math Summative Blueprints](#)	Describes the content of the assessments; describes the two parts of the summative assessment	WCAP Portal
Graduation	**<u>Required</u>** [Graduation Pathways Toolkit](#) [Graduation Alternatives (Waivers and CIA)](#)	Grad requirements for each class; alternative options.	OSPI Web Site

Table 6: Interim Testing Materials

Topic/System	Material	Overview	Location
Interim Test Design	**<u>Optional</u>** [ELA ICA Blueprint](#) [ELA IAB Blueprint](#) [ELA Focused IAB Blueprint](#) [Math ICA Blueprint](#) [Math IAB Blueprint](#) [Math Focused IAB Blueprint](#)	Describes the content of the interim assessments.	WCAP Portal
Interim Test Administration	**<u>Required</u>** [Interim Test Administration Manual and TA Script of Student Directions](#)	Includes: purposes and use of interims, optional verbatim script for login processes, and how to use the THSS system.	WCAP Portal

Topic/System	Material	Overview	Location
AVA	**<u>Required</u>** AVA User Guide **<u>Optional</u>** AVA Training Module	Training on using AVA to view interim assessments.	WCAP Portal
Teacher Assessment Scoring Center	**<u>Required</u>** Interim (TASC) Materials	Information to assist in the hand scoring process of interim assessments.	WCAP Portal
Smarter Balanced Reporting System	**<u>Required</u>** Smarter Reporting System Introductory Guide Creating Student Groups in SRS TAs and Interim Scores	Training on using the Smarter Balanced Reporting System to view ELA and Math interim assessment reports.	WCAP Portal

Table 7: Summative Testing Materials

Topic/System	Material	Overview	Location
Test Security and Building Plan	**<u>Required</u>** Test Security and Building Plan Process Document **<u>Optional</u>** Test Security and Building Plan Templates	Plan for addressing security concerns during testing.	WCAP Portal
Student Data	**<u>Required</u>** SRMAAUG SSID User Guide/Policy	Support documents detailing pre-ID, TIDE student records, participation codes, and use of SSIDs.	WCAP Portal OSPI Website
TIDE	**<u>Required</u>** TIDE User Guide **<u>Optional</u>** TIDE Module	Training on using TIDE for material orders, student settings, user roles, submitting appeals.	WCAP Portal
Accessibility Features	**<u>Required</u>** Guidelines on Tools, Supports, and Accommodations (GTSA) Calculator and Electronic Device Policy	Details the available tools, supports and accommodations and their limitations.	WCAP Portal
Pre-ID	**<u>Required</u>** WAMS Pre-ID	Identify students for alternate assessments.	EDS > WAMS
Dates and Schedules	**<u>Required</u>** State Testing Timeline **<u>Optional</u>** Additional Order Schedules CAI System Downtimes	Dates for test window, material shipment, scores, events, system downtimes.	OSPI Website WCAP Portal

Table 8: Test Administration Materials

Topic/System	Material	Overview	Location
TDS	**Required** TA Interface User Guide **Optional** TA Interface Module Secure Browser for Student Online Testing	Training on using and working within the system for online testing.	WCAP Portal
Test Administration	**Required** Smarter Balanced WCAS Test Administration Manual TA Script of Student Directions	Guidelines on administering assessments; verbatim script read during test sessions.	WCAP Portal
Post Administration	**Required** Accommodated Test Administration Training	How to process and return secure paper materials.	WCAP Portal

Table 9: Scores and Reporting

Topic/System	Material	Overview	Location
Smarter Balanced Reporting System	**Required** Smarter Reporting System Introductory Guide Creating Student Groups in SRS DC, DA, and SC and Summative Scores TAs and Summative Scores	Training on using Smarter Reporting System to view score reports for ELA and Math.	WCAP Portal
Scoring	**Optional** Understanding SBA Scores Scale Scores	Information on how to view scores; how the assessments are scored; what ranges scores fall within, & the graduation cut score.	OSPI Web Site
State Report Card	**Required** Tableau Server: Secure District Preview **Optional** Suppression Overview	Information to better understand the state report card.	Report Card FAQ

Section III: Customer Support

Table 10 provides OSPI assessment contact information for DACs and DAs.

Table 10: Assessment Contacts for DACs and DAs

Department	Contact Information	Description
Assessment Data and Student Information	Email: assessmentanalysts@k12.wa.us Phone: 360-725-6109	▪ Student data issues ▪ CAA/CIA Database ▪ TIDE (data flow) ▪ WAMS/QUERY/Report Card/Report Card Preview ▪ Tools for Teachers administration and registration
Assessment Development	General inbox: Phone: 360-725-4979	▪ Smarter Balanced and WCAS
	ELA and Math Specialists Email: asi@k12.wa.us Phone: 360-725-4979	▪ Smarter Balanced (ELA and math) ▪ Summative and interim assessments
	Science Specialists Email: science@k12.wa.us Phone: 360-725-4979	▪ Washington Comprehensive Assessment of Science (WCAS)
	Coordinator Email: kara.todd@k12.wa.us Phone: 360-725-4979	▪ Smarter Balanced Reporting System
Assessment Operations	Assessment Operations Specialist Email: assessment@k12.wa.us Hotline: 800-725-4311, Option 3 Phone: 360-725-6348 State Test Coordinator Email: kimberly.derousie@k12.wa.us Phone: 360-725-6353 Cell: 360-870-4860	▪ Administration procedures, questions, policy, and issues ▪ Parent Requests to View ▪ WCAP Portal ▪ EDS: WAMS ▪ CAI Systems: TIDE, TDS, THSS, ORS ▪ Assessment policy and communications ▪ TIDE Appeals Questions ▪ ARMS Reporting
Multilingual Education	Multilingual Education Program Supervisor Email: virginia.morales@k12.wa.us Phone: 360-725-4477	▪ Policy issues

Department	Contact Information	Description
English Language Proficiency Assessments	ELP Assessment Coordinator Email: Leslie.Huff@k12.wa.us elpassessments@k12.wa.us Phone: 360-725-6338	▪ WIDA policy, training, & reports for annual/screener
Graduation Pathways	Email: GraduationPathways@k12.wa.us Phone: 564-999-0148	▪ Graduation Pathways ▪ CIA and Waivers
OSPI Customer Support	Email: customersupport@k12.wa.us Phone: 800-725-4311	▪ CEDARS/EDS Issues Contact DDSM for Account Permissions
OSPI-Developed Assessments	The Arts Email: janet.hayakawa@k12.wa.us Phone: 360-725-4966	▪ OSPI Developed Arts performance Assessments
	Educational Technology Email: OSPIEdTechDept@k12.wa.us Phone: 360-725-6384	▪ OSPI-Developed Assessments for Educational Technology
	Health & Fitness Email: ken.turner@k12.wa.us Phone: 360-725-4977	▪ OSPI-Developed Assessments for Health & Fitness
	Social Studies Email: socialstudies@k12.wa.us Phone: 360-725-6351	▪ OSPI-Developed Assessments for Social Studies
Special Education	Email: speced@k12.wa.us Phone: 360-725-6075	▪ State & federal laws regarding provisions of special education services, including IDEA
Student Information – Ask SI	Email: AskSI@k12.wa.us Phone: 360-725-63.85	▪ CEDARS Issues, Submission Questions ▪ EDS Year End Application questions ▪ Transcripting Guidance (actual transcript requests go to the below email)
Transcripts	Email: information@k12.wa.us	▪ Transcripts
WA-AIM	Alternate Assessment Coordinator Email: toni.wheeler@k12.wa.us or wa.aim@k12.wa.us Phone: 360-725-6089	▪ Alternate assessment for students with significant cognitive challenges
WaKIDS	Email: wakids@k12.wa.us Phone: 360-725-6161	▪ Washington Kindergarten Inventory of Developing Skills ▪ Policy issues, training, and support