This training is designed for you to bring a team..
Language to highly recommend Leadership or coaches in the areas of Curriculum, DAC or special Education , general education teachers attend as a team with their teachers.

The following MUST be completed prior to attending…
Prerequisites MUST be completed before you are eligible to attend

First day Checklist (½ DAY (October 12, 2023)

Completing the Test Administration Training, FIrst Contact Survey, (FCS) and Personal Needs Profile (PNP).

1. **District Assessment Coordinator (DACs)** must have a user account set up in KITE Educator Portal for all participants. Please see the [Data Management Manual](#) starting on page 15.
2. DACs need to roster at least one student, however preference is to roster all students assigned to that teacher who will be administering   the alternate assessment , DLM. In order for a teacher to work on the First Contact Survey and the Personal Needs and Preferences Profile the student needs to be rostered to the teacher. Please see the [Data Management Manual](#)starting on page 129.
3. Teachers need to accept security agreements. When a teacher first logs in every year an agreement pops up. Read it and click on agree.
4. ==Add directions for the actual training, where to log on and where the facilitator notes are.==
5. ==Need to bring or have access to student Evals or IEPs in order to complete the FCS and PNP.==

Second Day Checklist (First full day, October 13th)

ALl of the above including the test administration training should be completed.

1. District Assessment Coordinator (DACs) must have a user account set up in KITE Educator Portal for all participants. Please see the [Data Management Manual](#) starting on page 15.
2. DACs need to roster at least one student rostered to all teachers participating. In order for a teacher to work on the First Contact Survey and the Personal Needs and Preferences Profile the student needs to be rostered to the teacher. Please see the [Data Management Manual](#)starting on page 129.
3. Teachers need to be accept security agreements. When a teacher first logs in every year an agreement pops up. Read it and click on agree.
4. ==Teachers need to complete either new or returning teacher training.==
5. ==Need to bring or have access to student Evals or IEPs in order to work in the instruction and assessment planner.==

NOTE: Those who are not adminstereding the assessment do not have to have this completed. So they can look on with teachers if they are attending as a group. So example curriculum directors, PSTs, school psychologist.

If a single registrant, encourage that director to send a coach, or leader who supports the teacher atted with.