

If you did not participate in WIDA ACCESS, you can ignore this email.

If you have questions or need assistance with the Data Validation process, please contact DRC at 855-787-9615 or email WIDA@datarecognitioncorp.com

WIDA ACCESS Calendar Update

This email to is provide you with an update on FOUR upcoming dates related to WIDA ACCESS.

Date	Event
May 13	<p>Districts will receive ACCESS Reports via a download from WIDA AMS.</p> <p>For information on what data is available to view and download from WIDA-AMS, see the Report Delivery Menu (page 146) section of the WIDA AMS User Guide (https://portal.wida.us/get.aspx?id=2319).</p> <p>Printed Individual Student Reports (ISRs) will now be available on June 17th.</p>
May 13 – May 19	<p>Post-Reporting Data Validation occurs after reports and data files have been posted to WIDA AMS. Any changes made in post-reporting Data Validation result in delivery of new data files and new Student reports. (See the section below for more information).</p>
June 3	<p>Final data updated in WIDA AMS for district download, including changes made during Post-Reporting Data Validation.</p>
June 17	<p>Districts receive printed Individual Student Reports. Districts can also download and print ISRs from WIDA AMS.</p>

WIDA ACCESS Post-Reporting Data Validation

About Data Validation

Data validation is the process of reviewing student test records to identify errors and make corrections before score reports are produced. The Data Validation process is designed to identify student demographic, accommodation, and test result records that could potentially contain errors and provide the opportunity for corrective action before final reports are available.

Post-Reporting Data Validation – May 13 through May 19 -

During the LEA data validation process, LEAs will be able to make real-time data corrections in WIDA AMS to individual student demographics, accommodations and test results.

For example, if a District/School label was adhered to a booklet, but demographic information was not bubbled (or bubbled incorrectly), this information could be added or edited during Data Validation.

Typically, Data Validation is completed by the District Test Coordinator. If the DTC wishes to pass this permission onto another, they can. On WIDA AMS, the permission to do Data Validation is called “*Correction Primary Window*.” For information about assigning permissions, see the topics *Editing a Single User’s Permissions* and *Editing Multiple Users’ Permissions* in the WIDA AMS User Guide (<https://portal.wida.us/get.aspx?id=2319>)

Complete information about the process can be found in these resources that WIDA provides to help with Data Validation:

- [WIDA AMS User Guide Supplement: Data Validation](https://portal.wida.us/get.aspx?id=2344) (https://portal.wida.us/get.aspx?id=2344) : This document provides instructions for completing data validation in WIDA AMS.
- [Data Validation Tutorial](https://portal.wida.us/ACCESSTraining/DataValidationModule/presentation.html) (https://portal.wida.us/ACCESSTraining/DataValidationModule/presentation.html): This training tutorial provides instructions for completing data validation in WIDA AMS.
- [Data Validation Webinar](https://portal.wida.us/GetResource/2555) https://portal.wida.us/GetResource/2555): This webinar covers what Data Validation is, Reviewing Student Record, Exporting, Checking for Duplicate Records and other topics.

Important Data Validation Reminder

During Data Validation, it is imperative that any students assigned to the **_District-Level Additional Orders Only Site** be reassigned to the school site where testing was completed. The **_District-Level Additional Orders Only Site** was added to WIDA AMS to allow additional materials to be ordered at the district-level. In some cases, administrators may have added and tested students at this site in WIDA AMS.

In WIDA AMS Data Validation, the process for identifying and moving these students is as follows:

Within Student Management, Data Validation, select the administration, district, and the school: **_District-Level Additional Orders Only Site**. Leave the grade set to All and click Show Students. No records should display.



If records do display, the students need to be moved to the school site where testing was completed. Click on the action icon, adjust the school using the drop-down, and click Save.

SEAs who complete Data Validation via a file should look for any students assigned to school code WWWWW. These students should be reassigned to the correct school code.

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Thanks for all you do.

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