

If you have already completed the ACCESS Ordering process via WIDA-AMS, then you can ignore this email. (NOTE: The ordering process and the precode process are DIFFERENT steps).

### **Materials Ordering Window**

**10/1 – 11/8**

**Responsibility: District Test Coordinator or EL Coordinator**

**If you are not the person who will be completing this process – please forward this email to them.**

The Materials Ordering and English Learner (EL) count window in WIDA AMS (<https://www.wida-ams.us>) for districts to enter student counts for each school at each grade will end **THIS THURSDAY, November 8.**

All students to be tested MUST be included in the student counts - even if they are only testing online and do not need paper materials.

An email with basic information about this process was sent this past Monday to those with district access in WIDA AMS. You can view that email here:

<http://s2720.t.en25.com/e/es.aspx?s=2720&e=123773&elqTrackId=9006bf4d99a54a5a8c20e728a3d517d0&elq=22023c121ef8437da1948fdeccc5a411&elqaid=4453&elqat=1>

A one page description of the ordering page is available at <https://dese.mo.gov/sites/default/files/asmt-ell-ordering-onepage-1819.pdf>.

A training video on completing this process is available on the WIDA Website at

<https://portal.wida.us/ACCESSTraining/Online/modules/OrderingMaterials/presentation.html>

Complete instructions on this process can be found in the [WIDA AMS User Guide](#). The [Test Coordinator Manual](#) also provides an overview of the steps for the ordering process.

If you still have questions about completing this process, please call the DRCWIDA Help Desk at 855-787-9615.

Again, the deadline to complete this process is **THIS THURSDAY, November 8.**

**If you are not the person who will be completing this process – please forward this email to them.**

Drew Linkon

Assistant Director of Assessment | Office of College and Career Readiness  
Missouri Department of Elementary and Secondary Education | [dese.mo.gov](http://dese.mo.gov)  
(573) 751-8285 | [drew.linkon@dese.mo.gov](mailto:drew.linkon@dese.mo.gov)