

October 6, 2015

Dear Teachers,

We received notice this week that the DLM assessment window will be delayed until **November 5th**. Because of the nature of the technology issue that is being addressed, the Instructional Tools Interface (ITI) cannot be used before November 5 to record and save plans. Teachers may access ITI beginning November 5 to record plans in Educator Portal and administer assessments.

Meanwhile things you can and should do to prepare:

- Mark November 5th on your Calendar
- Complete the Required Training
 - There is a link to the Required PD training Modules Login Steps on the District DLM page: <http://www.davis.k12.ut.us/Page/73270>
- Make sure the updated Kite Software is installed on your classroom computers (Contact your STS)
- Check your Rosters in Educator Portal to make sure all of your students are tied to you
 - If not take note of who is missing or who doesn't belong on your roster and send those names to Tom Johnson - tomjohnson@dsdmail.net
- Update First Contact Surveys & Personal Needs Profiles for your students (Access Profile)
- Get acquainted with the DLM Test Administration Manual (work on understanding how to use the Instructional Tools Interface)

Thanks for your patience again as we wait for the DLM to roll out the ITI.

Davis District DLM Team