



Date: January 10, 2024

To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities

Route To: DLM District and School Test/Assessment Coordinators, Data Managers, Technology Representatives

From: Kathy Ehling, Assistant Commissioner
Division of Educational Services

Jorden Schiff, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services

Dynamic Learning Maps (DLM) Year-End Alternate Assessment for Students with the Most Significant Intellectual Disabilities: DLM Student Enrollment and Data Verification Update

The purpose of this memo is to provide local educational agencies (LEAs) and approved private schools for students with disabilities (APSSDs) an update regarding the requirements of, and preparation for, the 2023-2024 Dynamic Learning Maps (DLM) Year-End (YE) summative assessment. Included in this memo is important information about the requirements for DLM Student Enrollment and Data Verification, specifically related to the accountable district and school fields.

DLM Student Enrollment and Data Verification

Sending (accountable) LEAs were required to submit student enrollment data to the New Jersey Department of Education (NJDOE) via the New Jersey Standards Measurement and Resource for Training (NJ SMART) State Assessment Registration submission by December 5, 2023. The NJDOE will process the data received via NJ SMART and upload student enrollment data into the DLM Educator Portal on behalf of districts by January 15, 2024. Districts have the opportunity to review and modify the uploaded data directly in Educator Portal during the data verification and revision window from January 16, 2024 through February 12, 2024. If additional data verification and revisions are needed, districts have the opportunity to continue to review and correct data throughout the DLM administration window: April 8, 2024 to May 31, 2024. This includes entering special circumstance and exit codes. This will be the **only** window in which districts can review and verify DLM data, which will be used for reporting and accountability purposes. The NJDOE will not make corrections to student data after the testing window closes.

Districts must review student enrollment data NJDOE uploaded into the DLM Educator Portal from NJ SMART and confirm the accuracy of the data in the following fields, making corrections as necessary; **any missing or incorrect data must be corrected by the district's DLM Data Manager:**

- Accountability District Identifier - must contain the correct 6-digit county and district code that represents the student's "**accountable**" district (e.g., 224444).
 - **This field is mandatory for the 2023-2024 DLM administration year.**
- Accountability School Identifier - must contain the correct full 9-digit County District School (CDS) code that represents the student's "**accountable**" school (e.g., 224444333).
 - **This field is mandatory for the 2023-2024 DLM administration year.**
- Attendance District Identifier - must contain the correct 6-digit county and district code that represents the student's "**attending**" district (e.g., 224444).
- Attendance School Program Identifier - must contain the correct full 9-digit CDS code that represents the students "**attending**" school (e.g., 224444333).

Out-of-District (OOD) Placements

Students who attend another district/school outside of the accountable school district are considered to be out-of-district placements.

The CDS code assigned to the district/school that **sends** the student to an OOD placement must be listed in the following fields:

- Accountability District Identifier
- Accountability School Identifier

The CDS code assigned to the OOD placement district/school that **receives** the student and administers the DLM assessment must be listed in the following fields:

- Attendance District Identifier
- Attendance School Program Identifier

Missing CDS Codes

Students who do not have a valid CDS code submitted in either of the following fields will **not** be uploaded into DLM Educator Portal:

- Accountability District Identifier
- Accountability School Identifier
- Attendance District Identifier
- Attendance School Program Identifier

Important: Any student who was not included in NJDOE’s initial upload to DLM Educator Portal must be uploaded by the district that will test the student (**school of attendance**), following the instructions in this memo. The student’s school of attendance is also responsible for ensuring that student data is verified and accurate prior to the close of the DLM administration window.

Please review the [DLM Data Management Manual](#) and the [New Jersey – DLM Data Manager Training Module](#) for additional information and guidance.

Contact Information

For further information and for answers to specific questions, for both DLM and the NJDOE, please use the following contact information:

| Contact | Contact Information | Contact for Questions Regarding: |
|--|--|--|
| DLM Customer Service | DLM-Support@ku.edu (855) 277-9751 | <ul style="list-style-type: none">• DLM manuals• DLM training and certification• Educator Portal issues• Kite Client issues |
| NJDOE Office of Assessments | assessment@doe.nj.gov | <ul style="list-style-type: none">• DLM state-specific administration policy and procedures• New District Test Coordinator access |
| NJDOE Office of Special Education | oseinfo@doe.nj.gov | <ul style="list-style-type: none">• New Jersey DLM technical/policy and program assistance• DLM student participation guidance |

- c: Members, State Board of Education
- NJDOE Staff
- Statewide Parent Advocacy Network
- Garden State Coalition of Schools
- NJ LEE Group