

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: September 22, 2023

TO: Principals
Special Education Teachers (Resource & Cluster)

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education

SUBJECT: Dynamic Learning Maps (DLM) Testing Checklist

Attached is the DLM checklist for all special education teachers who are administering the DLM assessment to any of their students for the 2023-24 school year. You are required to complete and return the checklist to Jen Birrell for all Elementary teachers and Mikaylee Krebs for all Secondary teachers at the District Office by Thursday, December 21, 2023. This form is also available online at specialed.jordandistrict.org/staff/forms on the Special Education website.

If you need help completing any portion of this checklist, please contact the Teacher Specialist assigned to your school.

Please direct any questions or concerns to Jen Birrell at 801-567-8905 or Mikaylee Krebs 801-567-8356. jennifer.birrell@jordandistrict.org, mikaylee.kreb@jordandistrict.org

DLM (Dynamic Learning Maps- Required Checklist)

Make sure you have an active and accurate educator portal account

<http://educator.kiteaai.org>

Complete annual security agreement in Educator Portal.

Make sure the teacher role is “teacher” in Educator Portal, upper right hand corner.

Complete and pass quizzes with at least 80%. (Completed in Moodle: instructions on the bottom of the page.)

Complete a roster check to make sure all of your students taking the DLM are listed for Math, ELA and Science if applicable. (If a student is missing contact Jen Birrell- 88905 for Elementary and Mikaylee Krebs- 88356 for Secondary)

Complete the First Contact Survey for all students taking the DLM. (Completed in the Educator Portal.)

Complete the Personal Needs Preferences (PNP/Accommodations) for all students taking the DLM. (Completed in Educator Portal).

Make sure that the IEP Assessment Addendum indicates that the student is participating in the Alternative Assessment (PAA).

Make sure that the submitted SCRAM has the DLM marked. (Top right corner box)

Once you have sent in your Recertification certificate and this completed checklist to Jen (elem.) or Mikaylee (secon.), you will receive 4 hours of re-licensure.

Required Training

New Teachers: Wait for more information to come. A facilitated training is coming soon.

Returning Teachers: please proceed to watch the “returning teacher module” and complete the quizzes.

You can access the training through the Educator Portal.



Click on the “training” menu and it will take you to the training module that you need to complete.

For questions, contact Jen Birrell for Elementary and Mikaylee Krebs for Secondary.