



To: District Test Coordinators

From: Melora Gaber
Early Learning Program Manager

Date: July 27, 2016

Subject: New State Contact for Developmental Profile

Greetings,

Welcome back everyone and hope you had a nice break before things get busy again with a new school year!

Over the summer Jeanne Foy, who had managed this program for several years, retired. New assignments have been made at the Department of Education and Early Development (EED). The Developmental Profile Program (DP) is now housed in the Early Learning Unit where Anji Gallanos and Melora Gaber will be happy to assist districts with the implementation of the DP. We are both looking forward to working with you this year. We encourage you to contact us anytime with questions or concerns related to the DP. Our contact information is below:

<p>Anji Gallanos Early Learning Administrator anji.gallanos@alaska.gov 907-465-2806</p>	<p>Melora Gaber Early Learning Manager melora.gaber@alaska.gov 907-465-8707</p>
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The Alaska Developmental Profile (DP) is required by state law to be completed for all students entering kindergarten or students entering first grade who did not attend a public kindergarten.

In mid-July and August, District Test Coordinators will be finalizing planning and providing training to teachers to ensure they have the support they need to make ratings and enter the data in the online system.

The following resources are provided to you to assist with the training needs: 1) The Alaska Developmental Profile Implementation Guide, 2) a PowerPoint training presentation, and a 3) DP Website User's Guide for using the DP website to record ratings. These materials can be

found on the DP website at <https://education.alaska.gov/tls/assessment/developmental.html>. All information in the PowerPoint is contained in the Implementation Guide.

By mid September or October, after the first four weeks of school, teachers are asked to rate their students on the goals in the DP and report student scores using an online system found at the website mentioned above. Teachers can use classroom recording forms to keep track of these ratings before logging on to the system. These forms can be found on the last three pages of the Implementation Guide and are also listed separately as *Classroom Reporting Forms* under *Educator Resources* on the web site.

The online reporting system will be available for teachers from **September 19, 2016 to November 2, 2016**. The District Test Coordinator (DTC) will be working with teachers to ensure that all reports are entered.

To assist with this task, District Test Coordinators (DTCs) have been given a log in password for the website that will allow district personnel to track which teachers have submitted ratings for their students. Current passwords will be used for this recording cycle to be re-set after the November 2 due date.

Please reach out to teachers at all schools with kindergarten students to make sure they know that the DP must be completed for each kindergarten student as well as those students entering first grade who did not attend a public kindergarten class.

District Test Coordinators are responsible to ensure that all required Developmental Profile ratings are entered on the online reporting system by November 2, 2016.

We both look forward to working with you to assist you with this work. Please don't hesitate to contact us as questions or concerns arise.

Thanks so much for all you do!