Dear Educator,

Preparation activities for the Spring 2024 Vermont Comprehensive Assessment Program (VTCAP) have begun. As the District Administrator (DA) or independent school leader, you assume responsibility for implementing the VTCAP within your supervisory union or independent school.

Below, please find a list of key dates for the Spring 2024 VTCAP.

| Key Dates | |
|---|---|
| All non-DA user accounts deleted from ADAM* | January 8, 2023 |
| Administration Training | January 9 & 11, 2024 |
| ADAM open to create user accounts | January 15, 2024 |
| Rostering window for ordering paper materials in ADAM | January 15–February 2, 2024 |
| Rostering window for all testers | January 15–March 8, 2024 |
| Initial order of paper-based materials arrives in schools | March 4, 2024 |
| Additional materials ordering window | March 4–April 26, 2024 |
| Test administration window | March 11–April 26, 2024 |
| Make-up test administration window | April 29–May 3, 2024 |

*Please note, while all District Coordinator (DC), School Coordinator (SC), teacher, and student accounts will be cleared from the online system, DAs will still have access to ADAM and the Spring 2023 reports.

### Next Steps:
- Communicate to your District Coordinators, School Coordinators, and teachers that their accounts will be deleted.
- Register to attend training: https://www.surveymonkey.com/r/VermontTraining2024
- Schedule training within your district or school.

Please contact the Vermont Help Desk with any questions by phone (800-215-8975) or by e-mail (VTServiceCenter@cognia.org). Standard hours are Monday–Friday, from 7:00 a.m.–5:00 p.m. (ET).