

From: [CAI Texas Testing Communication](#)
Subject: December 4, 2023, Upcoming Texas Assessment Program Activities
Date: Monday, December 4, 2023 2:08:55 PM

To the Education Service Center and District Staff Members Addressed:

This communication is to inform you of the following upcoming activities for the Texas Assessment Program.

DECEMBER 2023 STAAR ADMINISTRATION

The testing window for the December 2023 State of Texas Assessments of Academic Readiness (STAAR®) administration opens **Tuesday, December 5**, and closes **Friday, December 15, 2023**.

- **Completing the Administration**
District testing personnel must ensure all student information, student responses, and score codes are complete for the December STAAR administration by **11:59 p.m. (CT) on December 15, 2023**. This includes:
 - updating score codes in the Test Information Distribution Engine (TIDE),
 - submitting student responses for paper administrations in the Data Entry Interface (DEI), and
 - verifying student information in TIDE.

Refer to the [Complete Administrations](#) section in the *District and Campus Coordinator Resources* for more detailed information.

- **Printed Student Labels**
Districts will not receive printed confidential student labels for the December STAAR administration unless they request printed labels through the *Score Reporting and Label Requests* module in TIDE. The deadline to request printed labels for this administration is **December 15**.

2024 STAAR ALTERNATE 2 REGISTRATION

As a reminder, district testing personnel must submit student registrations for the 2024 STAAR Alternate 2 administration in TIDE no later than **December 14, 2023**. In May, the Texas Education Agency (TEA) updated the STAAR Alternate 2 participation requirements beginning with the 2023–2024 school year. Resources are available on the [STAAR Alternate 2 Resources](#) webpage to assist district personnel with the updated participation requirements.

SPRING 2023 STAAR ADMINISTRATION

- **Registration**
The deadline for district testing personnel to ensure all students participating in the spring 2023 STAAR administration are registered in TIDE is **December 14, 2023**. Calculations of initial spring orders of test administrator manuals will be based on the number of students enrolled in TIDE by this date.
- **Paper by Request Administration**
The deadline for district testing personnel to register students for a paper by request administration of STAAR is **December 14**. District testing personnel must set the *Paper by Request* indicator code to “Yes” in TIDE for any student whose parent, guardian, or teacher

in the applicable subject area requested a paper version by December 1. Refer to the [Paper by Request Administration](#) page in the *Coordinator Resources* for more information.

For questions or assistance regarding the information in this communication, contact Texas Testing Support at 833-601-8821, TexasTestingSupport@cambiumassessment.com, or [TexasAssessment.gov via live chat](#).