

From: [CAI Texas Testing Communication](#)
Subject: Important Deadline for December STAAR Administration
Date: Wednesday, October 5, 2022 5:54:58 PM

To the Education Service Center and District Staff Members Addressed:

All students participating in the December State of Texas Assessments of Academic Readiness (STAAR®) administration must be added to the Test Information Distribution Engine (TIDE) with the appropriate settings by **10:59 p.m. (CT) Thursday, October 6, 2022**. If student flags and indicator codes are not set by October 6, districts will not receive sufficient test administrator manuals or paper test materials with their initial orders. Districts should verify their initial order materials quantities by October 6. If this deadline is missed, district personnel will be responsible for entering their own counts during the additional order window beginning November 18. Depending on the volume of additional orders, materials requested during the additional order window are not guaranteed to arrive before the testing window opens.

District and campus personnel can verify the number of their students that have been added to TIDE using the *Frequency Distribution Report* task in the *Student Information* module. This report can provide the number of students who are eligible for EOC assessments and the number of students who are eligible for special paper administrations.

- Student Eligibility Information
All students eligible for the December end-of-course (EOC) administration of STAAR must have the *December EOC Eligibility* field set to “Yes” in TIDE by October 6.
- Indicate Students Eligible for Paper Administrations
Students requiring a special paper administration of an online assessment must have the *Special Ed Indicator Code* or *Section 504 Indicator Code* set to “Yes” in TIDE. For these students, *Test Mode* must be set to “Paper” and the appropriate *Paper Test Format* selected by October 6.

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