

# Intradistrict Communication

DATE: Thursday, November 20, 2025

TO: All School Administrators

FROM: Carolyn Gough, Administrator of Teaching and Learning  
Ben Jameson, Director of Assessment, Research and Accountability  
Michelle Love-Day, Director of Language & Culture Services

SUBJECT: WIDA ACCESS 2.0 Test Administration Training and Preparation for Schools

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School administrators are asked to pass this information on to anyone who will be proctoring or coordinating the WIDA Access testing in your school this year.

As part of a federal requirement and the state's accountability system, districts are required to administer the WIDA Access 2.0 annually to all ML students who have earned a Language Proficiency Level (LPL) of less than 4.2 and a Speaking score of less than 3.5. The 2025-26 WIDA test administration window begins on January 6 and ends on March 6, 2026.

## **Test Preparation:**

Schools are encouraged to help their students prepare for the WIDA ACCESS by using [online sample tests](#) and the [test prep guide](#) created by Language & Culture Services. School testing coordinators should begin gathering information about accommodations for the WIDA ACCESS now (see the 2025-26 [Accessibility and Accommodations Manual](#) beginning on page 9).

## **Test Administration Training:**

All school personnel who will assist with WIDA Access test administration are asked to attend a mandatory test administration training. Participants may choose to attend any one of nine training sessions, including one online training. Training participants will need to bring a device. *Please note that if schools choose to send a classroom teacher, principals will need to cover the cost of the substitute teacher. Test pool hours may also be used for this.*

Those who are to be trained to administer the WIDA ACCESS should register in Canvas Catalog so that we may create their accounts in the testing and training platforms prior to their selected training date. Following are the training dates and times:

| Date              | Time    | Location                                         | Additional Information                                                                                   |
|-------------------|---------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Tuesday, Jan. 6   | 8-11 am | Presentation Room                                | All participants should register on Canvas Catalog using this <a href="#">link</a> .                     |
|                   | 1-4 pm  |                                                  |                                                                                                          |
| Wednesday, Jan. 7 | 8-11 am | Entrance C                                       | Participants should bring a laptop/device.                                                               |
|                   | 1-4 pm  |                                                  |                                                                                                          |
| Thursday, Jan. 8  | 8-11 am | Auxiliary Services Building (7905 S. Redwood Rd) | If schools choose to send a classroom teacher, principals will need to cover the cost of a half day sub. |
|                   | 1-4     |                                                  |                                                                                                          |
| Monday, Jan. 12   | 8-11 am |                                                  |                                                                                                          |
|                   | 1-4 pm  |                                                  |                                                                                                          |
| Friday, Jan. 9    | 8-11 am | <a href="#">Zoom</a> (Meeting ID: 880 1903 0158) |                                                                                                          |

Please contact Ben Jameson or JoLynn Snelgrove in Assessment, Research & Accountability with questions about the WIDA Access test administration and training.