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MARIANA D. PADILLA  
SECRETARY DESIGNATE OF PUBLIC EDUCATION

MICHELLE LUJAN GRISHAM  
GOVERNOR

September 16, 2024

**MEMORANDUM**

**TO:** Superintendents, Charter School Administrators, District Test Coordinators

**FROM:** Mariana D. Padilla, Secretary Designate of Public Education 

**RE:** Accessing Spring 2024 Proficiency and Participation Data

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Per the PED's public [accountability schedule](#), the Accountability Bureau will provide districts and charters their embargoed spring 2024 proficiency and participation assessment data, as well as the base all valid enrollments (AVE) and all valid tests (AVT) files, at 12 p.m., Tuesday, September 17.

Files will be provided to each district and state charter via the [Secure Online Access Portal, SOAP](#). New staff may request SOAP logins by contacting Reni Kuruvilla ([reni.kuruvilla@ped.nm.gov](mailto:reni.kuruvilla@ped.nm.gov)).

District and state charters that wish to appeal their proficiency and participation data may do so through 5 p.m., Friday, October 4. Appeals must be submitted through the [2023-24 ESSA Accountability Cycle Appeals form](#).

Districts and state charters that verify the accuracy of their proficiency and participation data may publicly share their data after 12 p.m., Thursday, September 19.

The Accountability Bureau will host a 30-minute office hours to review the [proficiency and participation calculation business rules](#), as recently shared at the PED's Assessment & Accountability Conference, and to address district and charter school questions. Office hours will be held at 8:30 a.m. on Wednesday, September 18. Please register [here](#).

cc: Amanda DeBell, Deputy Secretary of Teaching, Learning, and Innovation  
Gregory Frostad, Assistant Secretary of Policy, Research, and Technology  
Candice Castillo, Deputy Secretary of Identity, Equity, and Transformation  
Katie Ann Juanico, Assistant Secretary for Indian Education  
Corina Chavez, Division Director of Options for Parents & Families  
Elisabeth Nixon Peterson, Director of Priority Schools  
Lynn Vásquez, Division Director of Assessment, Research, Evaluation, and Accountability