



2019 Datafolio Administration Training  
 July 24-27, 2018  
 Orlando, Florida

Dear Florida Educator,

The Florida Department of Education (FLDOE), in collaboration with Measured Progress and Project Access, will be providing Florida Standards Alternate Assessment (FSAA)—Datafolio Administration, Content and Assessment View System (AVS) training workshops for educators who will have students participating in the FSAA—Datafolio during the 2019 administration.

**All teachers** who have students whose Individual Educational Plan team has determined that the Datafolio is the most appropriate tool to assess growth **are required to attend** annual training before administering the FSAA—Datafolio. Teachers who previously attended this training in July 2017 and/or administered the FSAA—Datafolio during the 2018 administration are also expected to attend this training.

**Each participant will attend 3 half-day training sessions over a two day period:**

- ❖ Session 1: FSAA—Datafolio Administration
- ❖ Session 2: Content and Differentiation Training (Project ACCESS)
- ❖ Session 3: Using the Online Assessment View System

Trainings will be conducted in 5 cohort groups, as follows:

	Session 1	Session 2	Session 3
<b>Group A</b>	July 24 <sup>th</sup> Morning	July 24 <sup>th</sup> Afternoon	July 25 <sup>th</sup> Morning
<b>Group B</b>	July 24 <sup>th</sup> Afternoon	July 25 <sup>th</sup> Morning	July 25 <sup>th</sup> Afternoon
<b>Group C</b>	July 25 <sup>th</sup> Morning	July 25 <sup>th</sup> Afternoon	July 26 <sup>th</sup> Morning
<b>Group D</b>	July 25 <sup>th</sup> Afternoon	July 26 <sup>th</sup> Morning	July 26 <sup>th</sup> Afternoon
<b>Group E</b>	July 26 <sup>th</sup> Morning	July 26 <sup>th</sup> Afternoon	July 27 <sup>th</sup> Morning

**Next Steps**

- Register to participate in the Datafolio Training online at <https://www.research.net/r/DATATRINREG18>. Registration will close on June 8, 2018 at 5:00 p.m. (EST).

**Lodging**

The State’s contractor, Measured Progress, will arrange overnight accommodations for attendees traveling more than 50 miles to Orlando. Measured Progress will make the

arrangements and pay for accommodations. Panelists are responsible for incidentals (movies, phone calls, room service, etc.) and the hotel will ask for a credit card at the time of check-in to account for these expenses.

### Transportation

- Participants may elect to drive their personal car to the meeting and receive mileage reimbursement at the rate of 44.5 cents per mile; **or**
- Rental car arrangements may be made by participants, in place of mileage reimbursement; **or**
- Air travel is available to participants that live at least 400 miles from Orlando. **All requests for air travel must be made directly through Measured Progress and may not be combined with rental car arrangements. Measured Progress will not reimburse participants who purchase their own airline tickets.**

### Meals

Breakfast and lunch will be provided during the meeting. Participants purchasing their own meals outside of this provision will be responsible for the cost of those meals. All other meals will be reimbursed up to \$36.00 a day (Breakfast \$6.00, Lunch \$11.00, Dinner \$19.00). Alcoholic beverages are not reimbursable. **Keep all receipts as they must be submitted for reimbursement. Measured Progress will not reimburse meals without receipts.**

### Stipend

Participants who complete the training that are not being paid under contract on the days of the meeting will receive a stipend in the total amount of \$262.50.

### Substitute Reimbursement

Substitute expenses will be paid to the school district for teachers requiring a substitute in order to participate in the FSAA – Datafolio Administration Training.

Please contact the FSAA Service Center with any questions by phone (866.239.2149) or e-mail (FSAAServiceCenter@measuredprogress.org). Standard Hours are Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST).



### FSAA Service Center |

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**Web:** <https://fsaa-training.onlinehelp.measuredprogress.org> | **email:** [FSAAServiceCenter@measuredprogress.org](mailto:FSAAServiceCenter@measuredprogress.org) | **Office:** 866.239.2149 | **Standard Hours:** Monday – Friday 8:00 a.m. to 5:00 p.m. (EST)

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