



Performance Task Train-the-Trainer & Datafolio Training Workshops *District Trainers Only*



Dear Alternate Assessment Coordinator,

Measured Progress, in conjunction with the Florida Department of Education, will host the 2018-2019 Florida Standards Alternate Assessment–Performance Task (FSAA–PT) Train-the-Trainer workshops and the Florida Standards Alternate Assessment–Datafolio (FSAA–Datafolio) training workshops the week of July 23-27, 2018 in Orlando, Florida. Alternate Assessment Coordinators (AACs), district trainers, and/or designees are strongly encouraged to attend the training workshops. For your convenience, the trainings for both FSAA programs will be held concurrently to minimize travel. **Please distribute this information to FSAA-PT trainers and individuals that will support FSAA–Datafolio administration in your district.** Below we’ve outlined each of the training workshops and time commitments, and provided a link to register for the trainings.

Performance Task Training Workshops

- **Train-the-Trainer** – This full-day workshop provides new trainers with information on all aspects of the 2019 FSAA–PT administration. Participants who attend the workshop, in turn, will be responsible for providing training within their district and will also act as a resource for teachers with FSAA–PT administration questions. Training resources and materials will be provided to each participant to facilitate trainings in their district.
- **Train-the-Trainer Update** – *New this year!* Seasoned trainers that have previously attended the Train-the-Trainer full-day workshop now have the opportunity to attend abbreviated update training. This half-day update training will highlight new features and preview key administration components of the 2019 FSAA–PT assessment. In addition, training resources and materials will be provided to each participant to facilitate trainings in their district.

Datafolio Training Workshops

- **Datafolio Administration Training** –This one-and-a-half-day training provides participants with comprehensive information on FSAA—Datafolio administration, Content Differentiation, and the Assessment View System (AVS). This training is strongly encouraged for those Alternate Assessment Coordinators (AACs) and/or district trainers who may have students participating in the FSAA—Datafolio during the 2018-2019 administration. **Please note:** This training is mandatory for teachers and individuals who will administer the FSAA–Datafolio. They will be provided training information and have the opportunity to register for the Datafolio Training Workshops via a separate communication.
- **Supporting Datafolio Administration for AACs** – *New this year!* This half-day workshop is designed for Alternate Assessment Coordinators (AACs) who have previously attended the full one-and-a-half-day FSAA–Datafolio training. This training provides participants with updated information on the 2018-2019 administration as well as information and resources to help support teachers who will be administering the FSAA–Datafolio in your district.

FSAA Training Options		Performance Task Training Workshops			Datafolio Training Workshops			
		Train-the-Trainer	Train-the-Trainer Update: Group 1	Train-the-Trainer Update: Group 2	Session 1: Datafolio Administration	Session 2: Content and Differentiation Training (Project ACCESS)	Session 3: Using the Online Assessment View System	Supporting Datafolio Administration for AACs
Option A	Performance Task Train-the-Trainer	July 23 rd Full Day						
Option B	Performance Task Train-the-Trainer & Datafolio Administration Training	July 23 rd Full Day			July 24 th Morning	July 24 th Afternoon	July 25 th Morning	
Option C	Datafolio Administration Training				July 24 th Morning	July 24 th Afternoon	July 25 th Morning	
Option D	Performance Task Train-the-Trainer Update – Group 1		July 24 th Morning					
Option E	Performance Task Train-the-Trainer Update – Group 1 & Datafolio Administration Training		July 24 th Morning		July 24 th Afternoon	July 25 th Morning	July 25 th Afternoon	
Option F	Performance Task Train-the-Trainer Update – Group 2			July 27 th Morning				
Option G	Performance Task Train-the-Trainer Update – Group 2 & Supporting Datafolio Administration for AACs			July 27 th Morning				July 27 th Afternoon
Option H	Supporting Datafolio Administration for AACs							July 27 th Afternoon

District Attendance

- FDLRS/Island Coast is approved to send 1 total participant(s) to any of the Performance Task Training workshops.
- FDLRS/Island Coast is approved to send 1 total participant(s) to any of the Datafolio Training workshops.

Next Steps

- **Register to participate** in the Performance Task and Datafolio Training Workshops online at <https://www.research.net/r/18TTTDATEG>. Registration will close on **June 8, 2018 @ 5:00 PM 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 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 may 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.**

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).