



2018–19 FSAA—PT Administration Training Modules Participation Reports

Dear Alternate Assessment Coordinator,

Prior to administering the spring 2019 Florida Standards Alternate Assessment—Performance Task (FSAA—PT) to students, all teachers are required to participate in FSAA—PT administration training. **Alternate Assessment Coordinators are responsible for ensuring all eligible teachers have completed training prior to administering the spring 2019 FSAA—PT.** As outlined in the Administration Training Module release memo, Measured Progress will provide participation reports before and during the administration window.

Accessing Reports

2018-19 participation reports are accessible for AACs and DACs in the “FSAA-PT_Module_Completion_Reports” folder located within the district folder on the Measured Progress FTP site. Attached are user instructions to access and view files in your district folder. This is the same secure site that each district is provided for the transfer of secure documents. If you have forgotten your user name and/or password, please contact the FSAA Service Center for assistance.

Using the Data

Within the “FSAA-PT_Module_Completion_Reports” folder, there will be two files. The file with your district code contains raw data and the Completion Status Report Template file can be used to consolidate the raw data to resemble the reports received in past years. Instructions on how to use the consolidation file can be found within the file on the “Read Me” tab.

Please contact the FSAA Service Center with any questions related to your FTP credentials or usage of the consolidation template by phone at (866) 239-2149 or by email at FSAAServiceCenter@measuredprogress.org. Standard Hours for the FSAA Service Center are Monday – Friday from 8:00 a.m. to 5:00 p.m. EST.