



2019–20 Datafolio Administration Training July 24–26, 2019 Tampa, Florida

Dear Florida Educator,

The Florida Department of Education, in conjunction with Measured Progress and Project Access, will host training workshops for teachers whose students will be participating in the Florida Standards Alternate Assessment—Datafolio (FSAA—Datafolio) during the 2019–20 administration. These workshops, scheduled for the week of July 22–26, 2019, will focus on FSAA—Datafolio content and administration and on the Assessment View System (AVS).

All teachers who have students whose individual educational plan (IEP) team has determined that the FSAA—Datafolio is the most appropriate tool to assess growth **are required to attend** annual training before administering the assessment. Teachers who attended training workshops in July 2018 and/or administered the FSAA—Datafolio during the 2018–19 administration are also expected to attend this year. Teachers who have attended training for two consecutive years, however, will be allowed to attend a half-day update training workshop to satisfy this requirement.

The following training options will be offered:

Training Options		Datafolio Training Workshops				
		Session 1: Datafolio Administration	Session 2: Content and Differentiation Training (Project ACCESS)	Session 3: Using the Online Assessment View System	Update Training	Developing Opportunities for Activity Choices Workshop (Optional)
Group A	Datafolio Administration Training	July 24th Morning	July 24th Afternoon	July 25th Morning		
Group B	Datafolio Administration Training	July 24th Afternoon	July 25th Morning	July 25th Afternoon		
Group C	Datafolio Administration Training & Developing Opportunities Workshop #1	July 24th Afternoon	July 25th Morning	July 25th Afternoon		July 26th Morning
Group D	Datafolio Administration Training	July 25th Morning	July 25th Afternoon	July 26th Morning		
Group E	Datafolio Administration Training & Developing Opportunities Workshop #2	July 25th Morning	July 25th Afternoon	July 26th Morning		July 26th Afternoon
Group F	Datafolio Update Training				July 26th Morning	
Group G	Datafolio Update Training & Developing Opportunities Workshop #2				July 26th Morning	July 26th Afternoon
Group H	Datafolio Update Training				July 26th Afternoon	
Group I	Developing Opportunities Workshop #1 & Datafolio Update Training				July 26th Afternoon	July 26th Morning

Next Steps

- To participate in the Datafolio training workshops, register online at <https://cvent.me/8q50A>. Registration will close on June 7, 2019.

Lodging

The State's contractor, Measured Progress, will arrange overnight accommodations for attendees traveling more than 50 miles to Tampa. Measured Progress will make the arrangements and pay for accommodations. Panelists are responsible for incidentals (e.g., 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 who live at least 400 miles from Tampa. **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 itemized receipts as they must be submitted for reimbursement. Measured Progress will not reimburse meals without receipts.**

Stipend

Participants who complete the training but are not being paid under contract on the days of the meeting will receive a stipend of \$175.00 per day.

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 by e-mail (FSAAServiceCenter@measuredprogress.org).

- Standard hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST)



FSAA Service Center |

Web: <https://fsaa-training.onlinehelp.measuredprogress.org> | **email:** 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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