



## FSAA—Performance Task District Training Attendance

February 25, 2021

Dear Alternate Assessment Coordinator,

The State Board of Education Rule 6A-10.04, F.A.C., mandates that all individuals administering statewide assessments must be trained and that districts must maintain documentation to that effect. Annual training for the Florida Standards Alternate Assessment—Performance Task (FSAA—PT) is conducted in two ways: district-provided training (i.e., face-to-face or real-time virtual), which is mandatory for new teachers; and self-paced, online modules, which are an option available for previously trained teachers.

As part of the Florida Department of Education’s monitoring activities, we are now requiring each district to submit a list of all trainees who successfully complete district-provided FSAA—PT training. The required information should include the training agenda, list of participants, date(s) of the training, and the name of the trainer(s), and should be uploaded to the Cognia FTP site by **March 15, 2021**. If you need assistance uploading your information, please contact the FSAA Service Center by e-mail ([FSAAServiceCenter@Cognia.org](mailto:FSAAServiceCenter@Cognia.org)) or phone (866-239-2149).

We greatly appreciate your cooperation in this and all your efforts that support the FSAA program. If you have any questions, please do not hesitate to contact me by either e-mail ([Angela.Nathaniel@fldoe.org](mailto:Angela.Nathaniel@fldoe.org)) or phone (850-245-0972). Stay safe.