



2021–2022
Datafolio Administration Training
August 23–25, 2021
Orlando, Florida

Dear Florida Educator,

The Florida Department of Education will host in-person training workshops for teachers whose students will be participating in the Florida Standards Alternate Assessment—Datafolio (FSAA—Datafolio) during the 2021–2022 administration. These workshops, scheduled for August 23–25, 2021, in Orlando, FL, will focus on FSAA—Datafolio content and administration and on the upload of student evidence.

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 previously attended the training workshops and/or administered the FSAA—Datafolio during the 2020–21 administration are also expected to attend this year.

The following training options will be offered:

Training Options		Datafolio Training Workshops			
		Session 1: Datafolio Administration	Session 2: Content and Differentiation Training (Access Project)	Session 3: Using the Data Entry Interface (DEI)	Developing Opportunities for Activity Choices
Group H	Datafolio Administration Training	August 23 Morning	August 23 Afternoon	August 24 Morning	
Group I	Datafolio Administration Training	August 23 Afternoon	August 24 Morning	August 24 Afternoon	
Group J	Datafolio Administration Training & Developing Opportunities for Activity Choices Workshop #3	August 23 Afternoon	August 24 Morning	August 24 Afternoon	August 25 Morning
Group K	Datafolio Administration Training	August 24 Morning	August 24 Afternoon	August 25 Morning	
Group L	Datafolio Administration Training & Developing Opportunities for Activity Choices Workshop #4	August 24 Morning	August 24 Afternoon	August 25 Morning	August 25 Afternoon

Next Steps

- To participate in the Datafolio training workshops, register online at <https://cvent.me/gRwmow>. **Registration will close August 4, 2021.**

Lodging

The State’s contractor, Cognia, will arrange and pay for overnight accommodations for attendees traveling more than **50 miles** to Orlando. Lodging will be provided at the Hyatt Regency Grand Cypress. 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 Orlando. **All requests for air travel must be made directly through Cognia and may not be combined with rental car arrangements. Cognia will not reimburse participants who purchase their own airline tickets.**

Meals

Breakfast and lunch will be provided. 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. Cognia will not reimburse meals without receipts.**

Stipend or Substitute Reimbursements

A stipend will be available to those who are on summer break or not under contract with the district. Substitute expenses will be paid to the school district for teachers requiring a substitute to participate in the FSAA—Datafolio training workshops.

If you have any questions, please contact the FSAA Service Center by phone at 866-239-2149 or by email at FSAAServiceCenter@Cognia.org.

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