



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

WILL GORDILLO
DIRECTOR

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ASSISTANT SUPERINTENDENT

EXCEPTIONAL STUDENT EDUCATION
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September 7, 2012
Bulletin #14373-CLS/ESE

Contact Person:
Janice Miller, PX 47561

Action By:
September 21, 2012

TO: All Principals

FROM: Janis Andrews, Ed.D., Chief Academic Officer 

SUBJECT: **FLORIDA ALTERNATE ASSESSMENT: WINDOW OF ADMINISTRATION, MANUALS, AND TRAINING**

The Florida Alternate Assessment (FAA) will be administered February 25, 2013 through March 22, 2013. All Exceptional Student Education (ESE) teachers administering the FAA are required to receive the FAA training.

ESE teachers **NEW** to administering the FAA must participate in one-day training, *Administering the Florida Alternate Assessment and Teaching the Access Points*. Training dates are: October 16, 2012, October 17, 2012, or November 13, 2012. All trainings are located at the Mounts Botanical Building/Clayton Hutchinson from 8:30 a.m.-3:30 p.m. ESE teachers may register on Course Registration. Substitute funding will be provided.

ESE teachers who have previously administered the FAA and participated in the full-day must complete update training provided online by the FDOE, date to be determined. ESE teachers will have unlimited access to three separate training modules 24 hours a day, 7 days a week. ESE teachers must complete **ALL** three modules, participate in a brief quiz at the end of each module, and provide their contact information in order to receive credit for fulfilling this year's update training requirements. A bulletin announcing the window and access details for the online training will be forthcoming.

ESE Contacts have been notified by the Department of ESE to provide the following information by September 21, 2012:

- the number of teachers requiring FAA training manuals, practice materials for use prior to the administration of the FAA; and
- the number of specialized materials required during administration for specific populations.

This information is to be sent to Janice Miller, Manager, ESE, Alternate Assessment Coordinator. If you have any questions, please contact Janice Miller at PX 47561.

EWG:JA:KO:WG:JM:jb 

Approved by: _____
E. Wayne Gent, Superintendent

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