

CELLA Communiqué #10

“How To Return Materials” Meetings Scheduled 4/29, 5/7 (Dade), and 5/15

Please plan on joining the Florida Department of Education, ETS, and K2 Logistics for the material handling conference calls scheduled later this month and in May 2008. We will be available for any questions you have on the CELLA materials.

The purpose of these calls is to focus on the packaging and returning of CELLA test materials to ETS for scoring and reporting. We will review how to complete the header sheets, packing your white and brown boxes, use of the new colored labels, return envelope, and how to schedule a pick-up.

The PowerPoint slides are posted on the Florida CELLA Web site at <http://www.fldoe.org/aala/cella.asp> and available for download and printing.

Dates & Time	Web site Meeting (view PowerPoint) Information	Telephone Call Information
April 29 from 10:00 am to 11:30 am	https://www.livemeeting.com/cc/ets/join?id=CELLA&role=attend Meeting ID: CELLA	Dial (877) 513-6202 and enter conference code 6092436530 to join
May 7 from 10:00 am to 11:30 am <i>This session is reserved for Miami- Dade District & Schools Only</i>	https://www.livemeeting.com/cc/ets/join?id=CELLA-Dade&role=attend Meeting ID: CELLA-Dade	Dial (877) 513-6202 and enter conference code 6092436530 to join
May 15 from 1:30 pm to 3:00 pm	https://www.livemeeting.com/cc/ets/join?id=CELLA2&role=attend Meeting ID: CELLA2	Dial (877) 513-6202 and enter conference code 6092436530 to join