

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

To: District Assessment Coordinators

FROM: Susie Lee, Director of Test Administration
Bureau of K-12 Assessment

DATE OF E-MAIL: July 14, 2011

SUBJECT: Fall 2011 - Enrollment, Shipping Information, and Route Codes

I hope all of you are enjoying the summer and have been able to find some time to relax after a busier-than-usual spring testing season. Believe it or not, it's time to start gearing up for the Fall Retake administration. Please see the important information below regarding enrollment, shipping addresses/contacts, and route codes.

Fall 2011 Enrollment Window

The PearsonAccess Enrollment Window will open on **Monday, 7/18**, and close on **Friday, 7/29**. Pearson will pre-populate the participation counts in PearsonAccess with Spring 2011 failure rates and invalidations for Grade 10 FCAT 2.0 Reading, Grade 10 Mathematics, and FCAT Reading and Mathematics Retakes. Please review these counts and edit, as needed. Accurate counts are important because the final counts will be used to package test materials.

To view your enrollment numbers, log in to PearsonAccess and select the *Fall 2011 Retakes* administration. Click the **Test Setup** tab, and then the **Participation Counts** link. Click on each school name to view counts for that school. FCAT Mathematics Retake and FCAT 2.0 Reading Retake numbers are populated in the CBT (computer-based) field; FCAT Reading numbers are populated in the PBT (paper-based) field. If you have schools who will participate in the CBT FCAT Reading Retake, these numbers should be transferred to the CBT field. If this information is not yet known, leave the paper counts and this information can be corrected during the PreID window.

SHARON KOON, PH.D.
ASSISTANT DEPUTY COMMISSIONER
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT
OFFICE OF ASSESSMENT

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The Fall 2011 PreID window will open on **Monday, 8/29**, and close on **Friday, 9/9**. Pearson was able to accommodate our request for a later window to give you time to enter the most accurate information prior to testing; however, the timing of this window will result in a separate shipment for PreID labels and rosters. Lisa Carlisle will send the Fall 2011 PreID layout next month.

Shipping Information and Route Codes

In preparation for Fall Retake shipments, Pearson has requested updates to shipping contact and address information, as well as route codes; this information is needed by COB on **Friday, July 29**.

Two spreadsheets are attached to this email:

- **District Shipping Addresses** – Review your district's information in the **Shipping Contact** and **Shipping Address** columns. If you need to update information in either or both of these columns, please email the correct information to Terry Lawrence at Terry.Lawrence@Pearson.com.
- **Fall 2011 Route Codes** – If you used route codes last year, the information from Spring 2011 is listed for your district in this spreadsheet (all districts are listed whether they used route codes or not). Click on your district's tab at the bottom of the spreadsheet and review your route codes. If you need to make updates or if you did not use route codes last year and would like to add route code information, extract the information for your district and send the changes to Terry Lawrence in a separate spreadsheet.

Thank you for taking the time to review and update this information. We will be providing more administration information, including the Fall 2011 Unique Accommodations memorandum and forms, next week. If you have any questions, please contact our office at 850.245.0513.

VA/sl

Attachments