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MEMORANDUM

DATE: March 6, 2007
TO: District Coordinators of Assessment
FROM: Cornelia S. Orr, Ph.D. *CS*
RE: *Phase I Florida Elementary Music Assessment (Grade 4)* field test

Dear District Coordinators of Assessment:

The Florida Music Educators' Association Assessment Task Force is in the field testing stage of its Elementary Music Test. A sample of schools that represent approximately 10 percent of the Grade 4 student population has been chosen from a majority of districts across Florida. We need your help in securing the schools chosen by FMEA to participate in this project. Please find the list of chosen schools in the attached Excel file and a description of the *Phase I Florida Elementary Music Assessment (Grade 4)* and district responsibilities in the attached PDF document.

The field testing window will take place from April 16 – 27, 2007. The assessment is approximately 35 minutes in length, and districts have flexibility over when they choose to administer it within the testing window.

The selected sample of students represents certain demographic proportions needed for setting baseline standards for the test (equal numbers of White, African-American, and Hispanic students). We request your assistance in securing the schools we have chosen to participate in this project. We also request that the selected schools volunteer for the field test. To assist us, please do the following:

- Contact the principal and the music teacher at the selected schools (note: the average number of schools being tested per district is 7, the largest district will test 13 schools, and many of the smaller districts will test only 1 school).
- Urge participation by emphasizing the historic nature of this project and that it is an honor to be selected.
- Respond to the FMEA within 7 days of the receipt of this letter to inform them if the selected schools will volunteer and send the FMEA their contact information.

CORNELIA S. ORR, PH.D.
DIRECTOR, ASSESSMENT AND SCHOOL PERFORMANCE
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT

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- Solicit additional volunteer schools and send the FMEA their contact information.

If you have any questions or concerns, or if there are no schools selected in your district and you would like your district to participate, please contact Robert Ash with the FMEA at (800) 301-3632 or Robert@flmusiced.org. The FMEA will work with districts to select schools if no schools are chosen or if selected schools are unwilling to participate.

Thank you for your help and flexibility. We appreciate your full support and assistance with this matter.

CSO:jtk

Enclosures