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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: August 18, 2011

SUBJECT: Annual Meeting Room Reservations and RSVP

Good Afternoon,

This is just a friendly reminder that tomorrow, August 19, is the deadline to make room reservations at the reduced rate for the 2011 Annual Assessment and Accountability Meeting on September 7 and 8. If you need to make a reservation, please contact the Renaissance Orlando Resort at SeaWorld directly at 407.351.5555 and reference the Pearson Educational Measurement group meeting.

Also, if you have not already done so, please complete and submit your RSVP form to Kira Sullivan at 850.245.0781 (fax) or Kira.Sullivan@fldoe.org by COB tomorrow. The form is attached for your convenience.

We are looking forward to a very productive meeting!

VA/sl

Attachment

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