

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: August 1, 2011

SUBJECT: Annual Statewide Assessment and Accountability Meeting

The Annual Assessment and Accountability Meeting will be held on **Wednesday, September 7**, from 8:30 A.M. – 5:00 P.M., and **Thursday, September 8**, from 8:30 A.M. – 2:00 P.M. The purpose of this meeting is to inform school district personnel about the statewide assessment and accountability programs and to discuss procedures for the 2011–2012 school year. Please note that the Assessment portion of the meeting will be held on Wednesday followed by the Accountability portion of the meeting on Thursday.

Please complete the attached RSVP form and return it to Kira Sullivan by Friday, **August 19, 2011**. For planning purposes, we ask that you complete and send a form even if no one from your district will be attending.

The meeting will be held at the **Renaissance Orlando Resort at SeaWorld, 6677 Sea Harbor Drive, Orlando, FL, 32821**. The Florida Department of Education has arranged with the Renaissance to block guest rooms specifically for this meeting. A special room rate of \$99.00 per night, plus tax, for single or double occupancy will be available for a limited time only. To make reservations, please contact the hotel directly at **(407) 351-5555**. When you call, reference **the Pearson Educational Measurement group meeting** and specify the nights you will be staying. Please be sure to make reservations by **Friday, August 19, 2011**. For dining and other hotel information, you may visit the Renaissance website at <http://www.renaissanceseworldorlando.com>.

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

District Assessment Coordinators

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Please note that the Florida Association of Test Administrators (FATA) will be conducting a meeting at the same facility following the Assessment and Accountability Meeting from **2:30 - 4:00 P.M.** on Thursday. If you have questions concerning the FATA meeting, please contact Cyndy Landers at (407) 317-3200, ext. 2951, or at Cynthia.Landers@ocps.net. She will be sending more information regarding this meeting in coming weeks.

If you have any questions or if you need a copy of the draft agenda for travel purposes, please contact Kira Sullivan at (850) 245-0784 or at kira.sullivan@fldoe.org. We look forward to seeing you in September.

SK/va/sl

Attachment: Posted at <http://www.fldoe.org/asp/k12memo/k12memo-fcat.asp>