

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

To: District Assessment Coordinators

From: Lisa Carlisle, Director of Scoring and Reporting
Bureau of K-12 Assessment

Date of E-Mail: May 27, 2011

Subject: Data Forensics – Updated Memoranda and Information

Attached you will find the following revised memoranda and sample document:

- *Spring Data Forensics Guidelines_Revised 052711*
- *Spring Data Forensics Guidelines_Updated Memo 052711*
- *Sample Parent Letter*

Please read the attachments regarding the appeals process for scores that were invalidated due to analyses conducted by Caveon Data Forensics.

The attached sample parent letter that can be modified to meet your district needs. Please direct parent inquiries to the student's school so they may begin preparing appeal documentation, if appropriate. The Department will hold all invalidated scores until a formal appeal has been submitted by the district and reviewed by our office.

In an effort to protect confidential student information, our office will contact you sometime this morning prior to faxing any Grade 3 student information to ensure you are available to receive it immediately.

SK/va/lc

Attachments (posted at <http://www.fldoe.org/asp/k12memo/k12memo-fcat.asp>)

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