

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: District Assessment Coordinators (DACs)

FROM: Daphne Csonka, Supervisor
K-12 Assessment Test Administration

DATE: August 21, 2009

SUBJECT: Heads Up! Fall 2009 Manual Delivery

The manuals for the fall 2009 FCAT Retake administration will be delivered next week. Contact the PearsonAccess Customer Support Team at 877-847-3043 or Florida@support.pearson.com if you have not received your shipment by 5:00 P.M., Friday, August 28, 2009.

To track your shipment:

- Go to www.pearsonaccess.com/fl
- Log in to PearsonAccess
- Under the column **Test Setup**, click **Order Additional Materials and Tracking**
- The **Orders** screen will show the **Sales Order Number** (tracking number) and the **Status** of your shipment

If you have questions, call one of our K-12 Administration team members:

- LynnAnn Tabeling, Director – 850-245-0767; LynnAnn.Tabeling@fldoe.org
- Daphne Csonka, Supervisor – 850-245-9203; Daphne.Csonka@fldoe.org
- Tamika Brinson – 850-245-0786; Tamika.Brinson@fldoe.org
- Susie Lee – 850-245-0785; Susan.Lee@fldoe.org
- Kira Sullivan – 850-245-0784; Kira.Sullivan@fldoe.org

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