

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

KATHLEEN SHANAHAN, Chair
ROBERTO MARTÍNEZ, Vice Chair

Members

SALLY BRADSHAW
GARY CHARTRAND
DR. AKSHAY DESAI
BARBARA S. FEINGOLD
JOHN R. PADGET

Gerard Robinson
Commissioner of Education



MEMORANDUM

TO: Florida CELLA District Coordinators
FROM: Lori Rodriguez
DATE: November 9, 2011
SUBJECT: 2012 CELLA Braille/Large-Print Enrollments and Training Kit Counts

Please provide the following items to Questar Assessment, Inc. via ServicePoint, from November 14 through December 16, 2011 at: <https://fl-servicepoint.questarai.com/>

1. Enrollment counts for students that require large-print or Braille documents by school

Note: Braille and large-print counts are prepopulated with the number of materials ordered in 2010-2011.

- a. Large-Print – Levels A, B, C, and D
- b. Braille contracted – Levels B, C, and D
 - Contracted Braille contains 189 contractions. A word or part of a word may be a contraction.
- c. Braille uncontracted – Levels B, C, and D
 - Uncontracted Braille is one symbol per letter; all words are spelled out letter by letter.

2. Confirm the count of training materials kits for use at the district level

- a. District coverage is prepopulated with the number of kits received in 2010-2011. This number can be decreased down to 0, or increased to 100.

Note: Standard enrollments are filled per Survey 7 data. Schools will continue to receive 1 training kit each.

ServicePoint

To access ServicePoint, NEW usernames and passwords are in transit to district offices via regular mail. A ServicePoint webinar is located on the home page after log-in. If log-in information is not received by Wednesday, November 16th, please email FloridaCELLA@fldoe.org.

Technical Support and Questions

Customer Service is available Monday through Friday, 7:00 A.M. – 6:00 P.M. Eastern Standard Time. If there are questions, or technical support is needed, please contact Steven Daniels, Customer Service Representative, toll-free at 877-85-CELLA (877-852-3552) or CELLA@QuestarAI.com.

LORI RODRIGUEZ

Bureau Chief

Student Achievement through Language Acquisition