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MEMORANDUM

TO: Florida Primary CELLA Contacts
FROM: Lori Rodriguez
DATE: November 09, 2010
SUBJECT: 2011 CELLA Enrollments and Training Materials Kits

The purpose of this memo is a request for districts to provide the following items to Questar Assessment, Inc. through ServicePoint (<https://fl-servicepoint.questarai.com/>), from November 15 through December 3, 2010:

1. **Enrollment counts for students that require large-print or braille documents by school.**
 - 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 so that all words are spelled out letter by letter.
2. **Confirm the count of training materials kits for use at the district level.**
 - a. District overage is prepopulated with 5 kits. This number can be decreased down to 0, or increased to 100.

Please note that Standard enrollments are filled based on Survey 2 and Survey 7 data. In addition, schools will continue to receive 1 training kit each.

To access ServicePoint, NEW usernames and passwords are in transit to district offices via regular mail. If log-in information is not received by Wednesday, November 17th, please e-mail FloridaCELLA@fldoe.org.

Technical Support and Questions

Customer Service is available Monday through Friday, 7:00 AM – 6:00 PM Eastern Standard Time. If the district is experiencing problems with the online system, or have general questions, please contact Steven Daniels, Customer Service Representative, toll-free at 877-85-CELLA (877-852-3552) or CELLA@QuestarAI.com.

LORI RODRIGUEZ

BUREAU CHIEF FOR STUDENT ACHIEVEMENT THROUGH LANGUAGE ACQUISITION

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