

FRIENDLY REMINDER

From Exceptional Student Education (ESE)

REGARDING THE FLORIDA STANDARDS ALTERNATE ASSESSMENT

- Check www.fsaa.dadeschools.net for the list of teachers who are certified to give the test. Please be reminded that only teachers who appear on the list of approved test administrators are able to test students.
- Upon receipt of testing materials, please inform ESE staff that they have arrived.
- Staff should inspect materials immediately to determine if any materials are missing or if additional materials are needed.
- Orders for additional Grade 3 – 8 materials may be placed beginning on March 6th. Orders placed before 3:00 p.m. will be available the next day. Orders placed after 3:00 p.m. will be available after 48 hours. Pick up materials 7:45 a.m. to 3:30 p.m. at the TDC (13135 SW 26 Street). Please note that test materials may not remain outside of the school site, so please allow time to return the materials to a locked, limited access location at the school.
- Teachers may begin testing immediately upon receipt of the materials.
- Teachers who would like to review the testing procedures may access the three online refresher modules located on the FSAA training website at <https://fsaa-training.onlinehelp.measuredprogress.org/>.
- Beginning February 27, 2017, teachers can begin to access the FSAA Online System to ensure that they are linked to the appropriate students for the correct subject areas. They may also begin to enter student responses. Before they may do either of these activities they **MUST COMPLETE THE TWO ONLINE TRAINING MODULES LOCATED ON THE FSAA TRAINING WEBSITE.** <https://fsaa-training.onlinehelp.measuredprogress.org/>.
- Please review Week Briefing# 20302 and Weekly Briefing# 20590 for additional information regarding the online process.
- Please return all testing materials to the TDC on May 5, 8 and 9, 2017, for grades 3-8 and high schools in accordance with applicable instructions set forth in the Spring, 2017 Procedural Manual for Operational Assessment, available on fl-alt.com/materials. District ESE staff will be available from 8:00 am-2:00 pm on these days to confirm receipt of materials. Please have staff that is familiar with the assessment return the materials in case there are any questions or concerns upon return. Two (2) separate items must be returned:
 - NOT TO BE SCORED materials box or envelope with Light Green label
 - District Coordinator's envelope (**See contents below**)
- Place a **copy** of each of the completed materials listed below in the District Coordinator ONLY envelope:
 - **Both** Security Checklists (Test Booklet **and** Response and Passage Booklet)
 - Test Materials Chain of Custody Form
 - Test Materials Count Form, signed by an **administrator**.

The above checklists and security agreements are also available at fl-alt.com/materials

If you have any questions, please contact Robin Morrison, Alternate Assessment Coordinator at 786-525-0390 or email at rmorrison@dadeschools.net or Lisbeth Velez, Curriculum Support Specialist, velez@dadeschools.net