

September 14, 2017

**MEMORANDUM**

**TO:** System Test Coordinators  
 System Curriculum Coordinators  
 System Special Education Directors

**FROM:** Melissa Fincher, Deputy Superintendent for Assessment and Accountability

**SUBJECT:** Georgia Alternate Assessment (GAA) 2.0 Nomination of Educators for Test Development Activities

The Georgia Department of Education (GaDOE) is seeking nominations for educators to participate in several upcoming Georgia Alternate Assessment 2.0 (GAA 2.0) meetings that are critical to the development of the restructured assessment. The GAA 2.0 is being redesigned to better align with updated standards and to ensure that students with significant cognitive disabilities are provided access to the state-adopted content standards and given the opportunity to demonstrate their achievement of the knowledge, concepts, and skills inherent in these standards. There will be several working meetings held throughout the 2017-2018 school year, as shown in the table below. These meetings will take place for all four content areas: English Language Arts, Mathematics, Science, and Social Studies.

Key Events	Dates	Location
Design and Expectations Advisory Meeting	Oct. 3 - 5, 2017	Metro-Atlanta
Blueprint, Rubric, Task Design Meeting	Nov. 8-9, 2017	Metro-Atlanta
Content/ Bias Review Meeting I	Feb. 13-14, 2018	TBD
Technology Advisory Meeting	March, 2018	TBD
Content/ Bias Review Meeting II	May 15-16, 2018	TBD
Standard Setting	Summer 2018	Metro-Atlanta

To ensure that an adequate representation of educators from around the state is selected, System Test Coordinators, System Curriculum Coordinators, and System Special Education Directors are asked to collaborate and submit the names of highly-qualified teachers in the identified content areas/courses. Districts may submit up to **four (4) nominations**. Districts are encouraged to nominate first-time as well as veteran participants. Please note that different groups of educators will be invited to these events with minimal overlap. This helps to ensure that a large

group of educators will have the opportunity to provide input and that no specific group is overly burdened by participating in all events.

Role	Content Areas(s)	Grade Span	# of Nominees Requested per District
Teacher (SWD or General Education)	All	Kindergarten, 3-5	1
Teacher (SWD or General Education)	ELA, Social Studies	Middle School or High School	1
Teacher (SWD or General Education)	Math, Science	Middle School or High School	1
Administrator (school or district level), Curriculum, Assessment, SWD Coordinator	All	District Level	1

### NOMINATION PROCESS

1. Establish a nominee pool; the nominee's direct supervisor(s) should approve participation.
2. Collect information needed to complete a nomination survey. The last page of this memorandum is a template that can be used to collect information needed for the survey.

Please consider educators from your district who:

- demonstrate depth of knowledge in their content area;
- demonstrate instructional expertise;
- increase student achievement through the use of proven, research-based practices;
- participate in ongoing professional learning;
- provide leadership among their colleagues;
- represent the gender, ethnic, and regional diversity of your system;
- teach diverse and/or exceptional student populations, including vision/hearing impaired students;
- receive recognition for their contributions to teaching and learning; and/or bring a fresh perspective to the GAA development process.

Complete one online nomination form for each nominee; submit the form **no later than Friday, September 22, 2017**, using the following link: <https://www.surveymonkey.com/r/36ZN3KQ>.

**We realize this is short notice and apologize. Districts will have an additional opportunity to nominate educators for future meetings.**

After the nomination window has closed, the GaDOE will select participants to ensure a representative sample of educators from across the state based on geographic region, grade level, and content area. **Please note that a nomination does not guarantee an invitation to an event.** Only persons who receive an email invitation from Questar Assessment, Inc., on behalf of

GaDOE, may attend the event. Nominees are reminded to check their Clutter, Junk and/or Spam folders, as these emails will occasionally be delivered in those folders.

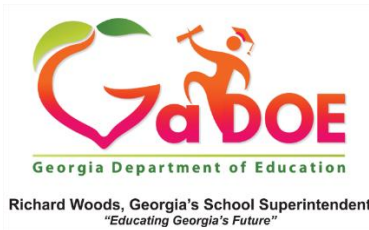
Meeting details for the first meeting (October 3-5) will be included in the event invitation that will be sent on September 25, 2017. Invited educators must confirm acceptance of the invitation. Instructions will be provided to complete this process.

Specific expenses are covered for meeting participants. Substitute reimbursements to the local school/system will be made for the actual cost of providing the classroom substitute, but not for any additional fees incurred by the system (such as to a vendor) to procure substitutes. Mileage will be reimbursed at the rate stipulated in current state travel regulations. If a participant meets the criteria provided in state travel regulations for hotel accommodations, lodging will be covered as well. Breakfast and lunch are provided as part of the meeting. For those who are eligible, dinner reimbursement is for an amount up to \$20.00. During the summer months, a stipend is offered for teachers not under contract.

Should you have questions about the Georgia Alternate Assessment, contact Deborah Houston, Assessment Specialist, GaDOE Assessment Division, (404) 657-0251, [dhouston@doe.k12.ga.us](mailto:dhouston@doe.k12.ga.us).

Thank you for your support on this important aspect of the Georgia Alternate Assessment.

cc: System Superintendents  
Richard Woods, State School Superintendent  
Matt Jones, Chief of Staff



## Georgia Alternate Assessment 2.0 Educator Nominee Information

- This form is for local school district use only. It is intended to help the person nominating gather all the relevant information about the nominee that the department needs. **Do not forward to the GaDOE or Questar, Inc.**
- **All information must be provided through the survey link that appears in the memo.**
- System Test Coordinator, System Curriculum Coordinator, System Special Education Director, or designee will use the information on this form to complete the survey.

<b>District Name</b>		
<b>Nominee's First Name</b>		
<b>Nominee's Last Name</b>		
<b>Nominee's School Email Address</b>		
<b>Job Title</b>		
<b>Role</b>		
<input type="checkbox"/> District Level Administrator	<input type="checkbox"/> School Level Administrator	
<input type="checkbox"/> Teacher	<input type="checkbox"/> Other _____	
<b>Gender</b>		
<input type="checkbox"/> Female	<input type="checkbox"/> Male	
<b>Race/Ethnicity</b>		
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Multiracial	
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> White	
<input type="checkbox"/> Black	<input type="checkbox"/> Decline to State	
<input type="checkbox"/> Hispanic		
<b>Highest Degree Earned</b>		
<input type="checkbox"/> Bachelors	<input type="checkbox"/> Education Specialist	
<input type="checkbox"/> Masters	<input type="checkbox"/> Doctorate	
<b>Grade level currently supported or taught (select all that apply)</b>		
<input type="checkbox"/> Elementary School (Kindergarten, 3-5)	<input type="checkbox"/> High School (9-12)	
<input type="checkbox"/> Middle School (6-8)	<input type="checkbox"/> District Administrator	
<b>Content Area currently supported or taught (select all that apply)</b>		
<input type="checkbox"/> English/Language Arts	<input type="checkbox"/> Science	
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Social Studies	
<b>Total years of experience in education (only select one)</b>		
<input type="checkbox"/> 1-5	<input type="checkbox"/> 11-15	
<input type="checkbox"/> 6-10	<input type="checkbox"/> 16+	
<b>Total years of experience working with Students with Disabilities (only select one)</b>		
<input type="checkbox"/> 1-5	<input type="checkbox"/> 11-15	
<input type="checkbox"/> 6-10	<input type="checkbox"/> 16+	
<b>Special Certifications Held (select all that apply)</b>		
<input type="checkbox"/> ELL	<input type="checkbox"/> Special Education	
<input type="checkbox"/> Gifted	<input type="checkbox"/> None	