

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

FEBRUARY 10, 2016

MEMORANDUM

TO: System Test Coordinators; System Special Education Coordinators

FROM: Melissa Fincher, Deputy Superintendent for Assessment and Accountability

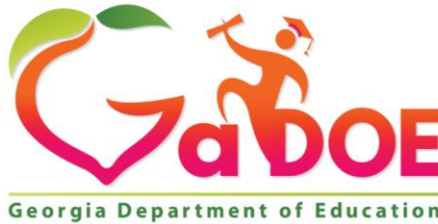
SUBJECT: Georgia Alternate Assessment (GAA) Nomination of Educators for Extended Content Standards Activities

The Georgia Department of Education (GaDOE) is seeking nominations for educators to participate in a project to create a new resource for the Georgia Alternate Assessment (GAA). It is intended that this project will provide "Extended" content standards, derived from the Georgia Standards of Excellence, for use by GAA test examiners. This resource would provide information that would assist GAA test examiners in designing and implementing assessment tasks for their students.

As part of this project, two sessions will be conducted in the Athens, GA area that will include opportunities for Georgia educators to develop and review the content standard extensions as well as the user experience and a possible electronic format that will become integral supports for the GAA in future administrations. **Session One (March 30-31, 2016)** will provide two days in which selected teachers will review the preliminary content standard extensions using protocols set forth by the Georgia Center for Assessment (GCA) within grade bands identified as K-5, 6-8, and 9-12. **Session Two (May 10-11, 2016)** will provide two days, in which the same group of selected teachers, will conduct a final review of the standard extensions for consistency, accuracy, and understanding, as well as provide insight into the draft models of how the electronic document will look in its final format.

To ensure that an adequate representation of educators from around Georgia is selected, System Test Coordinators and/or System Special Education Coordinators should submit the names of highly qualified teachers. Districts may submit up to 3 three names (within at least two grade bands). Please consider educators/support personnel from your district who:

1. teach diverse and/or exceptional student populations with significant cognitive disabilities;
2. demonstrate depth of knowledge in their content area(s);
3. demonstrate instructional expertise;
4. increase student achievement through the use of proven research-based practices;
5. participate in ongoing professional learning including increasing access to the general curriculum;
6. provide leadership among their colleagues;
7. represent the ethnic and regional diversity of your system;
8. receive recognition for their contributions to teaching and learning;
9. demonstrate the ability to work with a team of other educators to develop standard extensions;
10. commit to attending both working sessions.



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In preparation for these sessions, GaDOE will select participants to ensure a representative sample across the state based on grade level and experience with the GAA. To ensure a balanced, representative committee, not all nominees will be selected.

Please submit nominations, using the link provide below, during the period of **February 10, 2016 through February 29, 2016**. Nomination does not guarantee invitation to the event. Only those who receive an official invitation from the Georgia Center for Assessment via email may attend the sessions.

NOMINATION PROCESS

- Establish nominees; the nominee's director supervisor(s) should approve participation.
- Collect information needed to complete a nomination survey.
- The last page of this memorandum is a template that can be emailed between the school system and the nominees to collect information needed for the survey.
- Fill out the online nomination form for each nominee no later than Monday, February 29, 2016, using the following link: <https://app.smartsheet.com/b/form?EQBCT=7ab4ff96f05248ccbe95c926c01bc3a8>

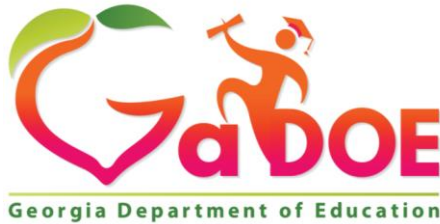
PLEASE NOTE: Only System Test Coordinators and/or System Special Education Coordinators may submit nominees using the survey link provided.

As you recruit nominees, please inform them that certain workshop costs are covered. 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.

The dates of the sessions are as follows: March 30 and 31, 2016; May 10 and 11, 2016. Specific meeting details will be provide when the event invitation is sent. Invited educators must confirm their availability to attend and will be provided instructions to do so.

For questions about the nomination process, please contact Tracy Robertson at GCA by email at robertso@uga.edu or by phone at 1-888-204-5984. Thank you for your help with this important aspect of this project.

c.c.: Richard Woods, State School Superintendent
Matt Jones, Chief of Staff
Melissa Fincher, Ph.D., Deputy Superintendent Assessment & Accountability
Debbie Gay, Director, Special Education Services & Supports



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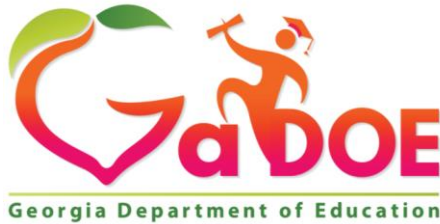
Georgia Alternate Assessment Standards Extension Project: Nominee Information

- This form is for local school district use only; do **not** forward to GaDOE or Georgia Center for Assessment.
- All information must be provided through the survey link that appears in the memo.
- Please delete the contents of the above memo before forwarding this form to a nominee.
- Districts can forward this form to nominees. Nominees can complete the information and email completed form to the System Test Coordinator or System Special Education Coordinator.
- The System Test Coordinator, Special Education Coordinator, or designee will use the information on this form to complete the survey.

Nominee's First Name	
Nominee's Last Name	
Preferred Email Address	
Work Phone Number	
Alternate Phone Number	
System Name	
School Name	

Nominee's teaching experience or position	
	Classroom Teacher
	Teacher/Chair or Lead
	Teacher/Assessment Coordinator
	Teacher/Instructional Coach
Other, please specify	

Number of years submitting GAA Portfolios	
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Student Caseload (select all that apply)		
Prior Caseload (Number of Years)	Current Caseload	
		Mild
		Moderate
		Severe/Profound
		Autism
		OI
		OHI
		Blind
		Deaf/Hard of Hearing
		SDD

Grade level nominee currently teaches (select all that apply)	
	K
	3
	4
	5
	6
	7
	8
	High School

Race/Ethnicity (select only one)	
	Asian/Pacific Islander
	Black/Non-Hispanic
	Hispanic
	American Indian/Alaskan Native
	White/Non-Hispanic
	Multi-Racial
	Decline to State

Region (select only one)	
	Northeast
	Northwest
	Southeast
	Southwest
	Central
	Atlanta Metro