

Kathy Cox, State Superintendent of Schools

**MEMORANDUM**

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

**FROM:** Melissa Fincher  
Director, Division of Assessment Research and Development

**Date:** July 19, 2007

**SUBJECT:** Georgia Alternate Assessment (GAA) Fall 2007 Training Workshops

In preparation for the 2007-2008 administration of the GAA, the Georgia Department of Education will be conducting workshops around the state in August and September 2007. The purpose of these train-the-trainer workshops is to provide information about the requirements of the portfolio system and to provide guidance regarding the steps involved in the development of portfolios that showcase the progress of students with significant cognitive disabilities.

Each system may send four people to attend the workshops. It is highly recommended that the four participants be the System Test Coordinator, the Special Education Director, and two special education teachers. All systems are expected to attend one of the workshops. We will meet from 8:30am-12:30pm at each location. In order to ensure that adequate training materials are available, please complete the enclosed R.S.V.P. form included with this communication and return it via fax, mail, or email to Peggy Larson, Questar Assessment, by **August 6, 2007**. Ms. Larson's contact information is on the RSVP form. You will receive an email confirmation that Questar has received your registration.

The specific dates and locations for the workshops are listed on the following page. Please be aware that due to the limited capacity of some of the locations, reservations will be taken on a first come basis. Attendees are responsible for travel, meals, and lodging, if necessary.

Thank you in advance for arranging to attend one of these important workshops. Should you have any questions regarding the workshop, please do not hesitate to contact Peggy Larson via email ([GA@Questarai.com](mailto:GA@Questarai.com)) or phone (800-688-0120 ext. 690). Should you have questions about the GAA, please contact Deborah Houston via email ([dhouston@doe.k12.ga.us](mailto:dhouston@doe.k12.ga.us)) or phone (404-657-0251.)

### GAA Fall Training Workshop Dates and Locations

<b><u>DATE</u></b>	<b><u>LOCATION</u></b>
<b>August 17, 2007</b>	Catoosa County Tiger Creek Elementary School 134 Rhea McClannanhan Drive Tunnel Hill, GA 30755 706-935-9890
<b>August 20, 2007</b>	UGA Tifton Campus Conference Center 15 RDC Road Tifton, GA 30566 229-391-5055
<b>August 21, 2007</b>	Houston County Board of Education 1100 Main Street Perry, GA 31069 478-988-6200
<b>August 22, 2007</b>	<b>Location change from Hall Co. BOE</b> Gainesville State College 3820 Mundy Mill Rd. Oakwood, GA 30566 678-717-3759  Continuing Education Building Landrum Education Dr.
<b>September 6, 2007</b>	Coastal Georgia Center 305 Fahm Street Savannah, GA 31401 912-651-2005
<b>September 7, 2007</b>	Educational Technology Training Center@ National Science Center One Seventh Street Augusta, GA 30901 706-821-0630

cc:

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