

## MEMORANDUM

**TO:** System Test Coordinators  
System Curriculum Coordinators

**FROM:** John Wight  
Director, Assessment Administration

**DATE:** August 12, 2009

**SUBJECT:** Nominations of Educators for Georgia High School Graduation Tests (GHSGT) Content Review

The Georgia Department of Education (GaDOE) is seeking recommendations for highly-qualified educators to participate in the upcoming GHSGT Content Review event. These meetings are scheduled for Tuesday – Thursday, **September 29 – October 1, 2009**, from 8:30 a.m. to 4:00 p.m., at a hotel located in the metro Atlanta area. Once the location is identified, selected participants will be contacted with hotel information. The sessions will consist of reviewing test questions that will be field tested for the GHSGT. This is a vitally important process to ensure the validity and reliability of Georgia’s graduation tests. We need your best educators.

To ensure that an adequate representation of educators from around Georgia is selected, System Test Coordinators and/or System Curriculum Coordinators should submit the names of qualified teachers in English Language Arts, Mathematics, Science, and Social Studies. We are also seeking highly qualified educators in special education and ESOL. Please submit up to 3 nominations per System. Please consider educators from your System who:

- 1) Demonstrate depth of knowledge in their content area;
- 2) Demonstrate instructional expertise;
- 3) Increase student achievement through the use of proven research-based practices;
- 4) Participate in ongoing professional learning including GPS training;
- 5) Provide leadership among their colleagues;
- 6) Represent ethnic and regional diversity of your system;
- 7) Teach diverse and/or exceptional student populations, including vision and hearing impaired students;
- 8) Receive recognition for their contributions to teaching and learning;
- 9) Bring a fresh perspective to the GHSGT development process.

To ensure a balanced, representative committee, not all nominees will be selected. Those nominees not selected for the meeting will be included in a pool from which the Assessment Administration Division staff will select individuals for participation in other future events

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related to the GHSGT. All nominees should be approved by a school administrator and the system testing coordinator before registering for the workshop.

**Please submit nominations no later than August 19, 2009.** To nominate educators, go to the online registration site Metron, by following the link:

[GHSGT Content Review Nominations](#)

Please click on Instructions to begin. The site will be available for nominations beginning August 12, 2009. **Registration does not indicate acceptance as a participant.** Participants will be notified by August 31, 2009, if they are selected to participate in this event. Once selected, participants will be contacted with hotel registration information. Nominees not selected to participate will also be notified once the participant list is finalized. Until such time they are alternates for participation.

Reimbursements for mileage at the rate of \$.55 per mile, accommodations, and substitute pay will be provided for qualifying participants. Breakfast and lunch will be provided to participants. The dinner reimbursement cost is capped at \$15.00.

Thank you for your help with this important part of the GHSGT program.

If you have any questions regarding nominations or the meeting, please contact Dr. Kay Ellen Rutledge at [krutledg@doe.k12.ga.us](mailto:krutledg@doe.k12.ga.us) or (404) 463-5047.

If you have questions regarding the use of the registration site, CVENT, please contact Nancy Milder at [nancy.milder@pearson.com](mailto:nancy.milder@pearson.com) or (800) 627-7990 ext 216476.

cc: System Superintendents  
Kathy Cox, State Superintendent of Schools  
Martha Reichrath, Ph.D., Deputy Superintendent for Standards, Instruction, and Assessment  
Melissa Fincher, Associate Superintendent of Assessment and Accountability  
GNETS Testing Directors  
RESA Directors