

June 4, 2007

MEMORANDUM

TO: System Test Coordinators

FROM: Jeff Barker, Ph.D.
Director, Assessment Administration Division

SUBJECT: System Testing Coordinator Conference

In preparation for the 2007-2008 school year, the Assessment Administration Division of the Georgia Department of Education (GaDOE) will be conducting System Testing Coordinator Conferences during the month of August. The dates and locations for the conferences are listed below.

August 07, 2007	Coastal Plains RESA 245 North Robinson Street Lenox, Ga. 31637 (229) 546-4094
August 08, 2007	Houston County Board of Education 1100 Main Street Perry, Ga. 31069 478-988-6197
August 15, 2007	Fulton County Teaching Museum South 689 North Avenue Hapeville, Ga. 30354 404-669-8015
August 16, 2007	Tiger Elementary School Catoosa County 134 Rhea McClannahan Drive Tunnel Hill, Ga. 30755 706-965-6067
August 23, 2007	Hall County Board of Education 711 Green Street Gainesville, Ga. 30501 770-534-1080

The purpose of these conferences is to provide important information necessary for the successful administration of the 2007-2008 Georgia assessment programs. Representatives from the Department of Education (GaDOE) will be conducting the conferences, which are scheduled to start at 8:30 AM and conclude at approximately 3:30 PM. There will be a question and answer session for new coordinators and others from 3:30-4:30 PM.

All system test coordinators are expected to attend one of the conferences. In order to make certain space and training materials are adequate, please complete the attached registration form and FAX to Ms. Connie Caldwell in Assessment and Accountability at (404) 656-5976 no later than June 22, 2007, to indicate the conference you plan to attend. In addition to the system test coordinator, you may register one other staff member. Please limit attendance to two people. Attendees are responsible for travel, meals, and lodging, if necessary.

Thank you in advance for making plans to attend one of these important conferences. If you have any questions or need additional information related to these workshops, please contact Ms. Connie Caldwell at (404) 656-2668 or ccaldwel@doe.k12.ga.us.

JB

cc: Kathy Cox, State Superintendent of Schools
Dr. Martha Reichrath, Office of Standards, Instruction and Assessment
Dr. Chris Domaleski, Assessment and Accountability
Dr. Cynthia Ashby, Atlanta Area School for the Deaf
Dr. Dorothy Arensman, Georgia Academy for the Blind
Dr. Lee Shiver, Georgia School for the Deaf
Psychoeducation Testing Coordinators
Lynn Roberts