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MEMORANDUM

TO: Florida's ACCESS for ELLs Contacts
FROM: Susie Lee
DATE: September 16, 2019
SUBJECT: **2019-20 ACCESS for ELLs Assessment Coordinator Regional Training Workshops**

In preparation for the 2019–20 administration of the ACCESS for ELLs suite of assessments, the Florida Department of Education (FDOE) will conduct regional training workshops in eight locations. The specific dates and locations for the workshops are listed on the following page. Please complete the [registration form](#) two weeks prior to the training date.

The purpose of these workshops is to provide Assessment Coordinators with updated information and coordination procedures for the ACCESS for ELLs administration. Representatives from FDOE will present at the workshops. Prior to the meeting, each attendee will receive an email confirmation, along with directions to the workshop site. Please note that there is no reimbursement for travel from FDOE. Agenda topics include, but are not limited to:

- 2020 ACCESS for ELLs General Information
- Delivery and Return of ACCESS for ELLs Materials
- Accessibility and Accommodations
- Test Scheduling
- Managing and Tracking Secure Materials
- WIDA AMS Functionalities

The complete agenda will be provided at the workshop. In addition to the onsite workshops, online training is available via the WIDA Secure Portal (<https://portal.wida.us/>). The online training addresses all of the coordination topics to be covered at the onsite workshops, with the exception of Florida-specific policies and procedures. Login information is required to access the online training.

2019–20 ACCESS for ELLs Assessment Coordinator Regional Training Workshops

September 16, 2019

Page 2

**2019-20 ACCESS for ELLs Regional Training Workshops
Assessment Coordinator**

<u>DATE</u>	<u>LOCATION</u>
October 24, 2019 - Thursday 8:30 A.M. – 11:30 P.M. EST (Registration begins at 8:00 A.M.)	<u>Suwannee County School District</u> 1729 Walker Avenue, SW Suite 300 Live Oak, FL 32064
October 25, 2019 - Friday 8:30 A.M. – 11:30 P.M. EST (Registration begins at 8:00 A.M.)	<u>Hernando County School District</u> 919 North Broad Street Brooksville, FL 34601
November 14, 2019 – Thursday 8:30 A.M. – 11:30 P.M. EST (Registration begins at 8:00 A.M.)	<u>Government Services Building</u> <i>Large Meeting Room</i> 1769 East Moody Boulevard, Building 2 Bunnell, FL 32110
November 15, 2019 – Friday 8:30 A.M. – 11:30 P.M. EST (Registration begins at 8:00 A.M.)	<u>Bill Posey Conference Center</u> 2555 Judge Fran Jamieson Way Viera, FL 32940
December 3, 2019 – Tuesday 8:30 A.M. – 11:30 P.M. EST (Registration begins at 8:00 A.M.)	<u>Indian River County Schools</u> <i>District Professional Development Room</i> 1426 19 th Street Vero Beach, FL 32960
December 10, 2019 – Tuesday 8:30 A.M. – 11:30 P.M. CST (Registration begins at 8:00 A.M.)	<u>WISE Center</u> <i>Carlene H Anderson Training Room</i> 555 Walton Road DeFuniak Spring, FL 32433
January 15, 2020 – Wednesday 8:30 A.M. – 11:30 P.M. EST (Registration begins at 8:00 A.M.)	<u>Lee County Public Education Center</u> 2855 Colonial Blvd. Fort Myers, FL 33966
January 16, 2020 – Thursday 8:30 A.M. – 11:30 P.M. EST (Registration begins at 8:00 A.M.)	<u>Okeechobee County Schools Auditorium</u> 700 SW 2 nd Avenue Okeechobee, FL 34974