

# FLORIDA DEPARTMENT OF EDUCATION



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August 24, 2004

## MEMORANDUM #04-51

**TO:** Exceptional Student Education Directors  
Assistance Plus Administrative Team and Regional Facilitators  
Assistant Superintendents for Instruction  
FDLRS Associate Center Managers  
Florida Inclusion Network Facilitators

**FROM:** Michele Polland

**SUBJECT: Regional Workshops for the Exceptional Student Education Instruction Manager 2 CD ROM**

We are pleased to announce regional workshops for version 2 of the Exceptional Student Education (ESE) Instruction Manager CD ROM. The ESE Instruction Manager 2 CD ROM and associated training workshops, developed through the Accommodations and Modifications Project for Students with Disabilities at the Learning Systems Institute (LSI), and Florida State University (FSU), are sponsored by the Bureau of Exceptional Education and Student Services. Training assistance is provided through the Florida Diagnostic and Learning Resources System (FDLRS).

Two different hands-on workshops are being offered at five locations throughout Florida.

- A three-hour introductory workshop is provided to familiarize new users with the software.
- A six-hour train-the-trainer workshop is being offered to prepare local trainers to teach others to use the ESE Instruction Manager 2 software. Those who attend the train-the-trainer workshop will receive a *replicable* packet of training materials.

The ESE Instruction Manager 2 CD ROM is an electronic tool for Florida's school district personnel and teachers. It provides convenient access to three databases of information, including (1) the benchmarks and grade level expectations for the Sunshine State Standards, (2)

**MICHELE POLLAND**

*Acting Chief*

*Bureau of Exceptional Education and Student Services*

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the Sunshine State Standards for Special Diploma, and (3) the Course Descriptions for Exceptional Student Education for grades 6-12 and Adult/ESE, and Performance Objectives for Elementary Students. It also includes a software application, Student Progress, which may be used to plan individual student outcomes and monitor progress in ESE and basic education courses. Student records can be customized based on individual needs.

We need your help in identifying persons who can attend the workshops. **Please ask persons from your district/region to complete a workshop registration form (attached) and fax or mail it at least one month prior to the workshop they wish to attend to Ms. Flossie Smallwood, LSI/FSU, 227 N. Bronough St., Suite 7200, Tallahassee, FL 32301 (phone: 850-921-9268; fax: 850-921-0755; E-mail: [fsmallwood@lsi.fsu.edu](mailto:fsmallwood@lsi.fsu.edu)).** Participants who need assistance with travel expenses may explore options through their school district or local FDLRS Associate Center, the Florida Inclusion Network, or the Institute for Small and Rural Districts (if eligible).

A brief description of each hands-on workshop is provided as an attachment along with the 2004 Regional Workshop Schedule. Please see the attached registration forms for the introductory workshop and the train-the-trainer workshop for additional information.

Thanks for your assistance. If you have any questions, please feel free to contact Ms. Jan McKay, FSU Learning Systems Institute, at 850-921-0695 or by electronic mail at [jmckay@cpt.fsu.edu](mailto:jmckay@cpt.fsu.edu).

MP/efd

Attachments