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MEMORANDUM

TO: District School Superintendents
District Staff Development Directors
District Race to the Top Contacts

FROM: Pam Stewart

DATE: December 14, 2012

SUBJECT: **Regional Technical Assistance – Designing Effective Evaluation of Professional Development**

The Florida Department of Education, in collaboration with its contractor, Mid-continent Research for Education and Learning (McREL), is pleased to announce the fourth technical assistance session of the *Preparing Districts to Evaluate Professional Development* program. The fourth session, Designing Effective Evaluation of Professional Development, provides an opportunity for participants to consider design elements essential to the creation of an evaluation system that offers valuable and actionable data about professional development. Districts are encouraged to assemble a team of district professional development personnel and other key district staff, such as curriculum and school improvement leaders; principals; and teacher leaders to attend the session.

Registration is now open. Additional details regarding this technical assistance as well as the tentative dates for technical assistance sessions 5–8 are located at the registration site: http://events.constantcontact.com/register/event?llr=kuvjlncab&oeidk=a07e6r9u98u2f93f239. A confirmation email will be sent to you upon successful completion of the registration process.

Please do not hesitate to contact either Eileen McDaniel at Eileen.McDaniel@fldoe.org or (850) 245-0562, or Dr. John Moore at John.Moore@fldoe.org or (850) 245-0546, if you should have any questions or concerns.

PS/kp