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January 21, 2003

MEMORANDUM

TO: Exceptional Student Education Directors
District Assessment Coordinators

FROM: Shan Goff, Chief
Bureau of Instructional Support and Community Services

Cornelia Orr, Administrator
Assessment and School Performance

SUBJECT: **Regional Meetings to Provide Updated Information About Accommodations for Students with Disabilities During the Spring 2003 Administration of the Florida Comprehensive Assessment Test (FCAT) – Additional Information**

We are pleased to inform you of **six** regional meetings that have been scheduled for district directors of exceptional student education and district accountability coordinators of assessment to provide updated information about accommodations for students with disabilities during the spring 2003 administration of the Florida Comprehensive Assessment Test (FCAT). In addition to the meeting dates and locations announced previously via electronic mail, a sixth meeting has been scheduled in Chipley on February 7, 2003. The purposes of these meetings are to

- Provide background information about the FCAT and identify what is new for the 2003 FCAT administration
- Identify allowable accommodations for students with disabilities, including expanded accommodations in response to the Blue Ribbon Task Force on Accommodations and Access for Students with Disabilities
- Identify procedures for requesting unique accommodations and waivers
- Provide technical assistance materials, including presentation of an accommodations toolkit and other written material.

Please see the attached tentative agenda and the list of meeting sites and hotel information. Each of the regional meetings will begin at 10:00 a.m. and end at 3:00 p.m. (The meeting in Chipley will begin at 10 a.m. Central Standard Time.)

Blocks of guest rooms are being held for participants who need overnight accommodations at all locations with the exception of Chipley. Please contact the hotel directly to reserve a room. Travel expenses are the responsibility of the participant. Please note that some of the meetings are at sites other than the hotels. Dates and locations of the meetings and hotel information are as follows:

<u>Date/City</u>	<u>Meeting Location</u>	<u>Hotel Information</u>
January 28, 2003 Tallahassee	Holiday Inn Select 916 W. Tennessee Street Tallahassee, FL 32301 (850) 222-9555	Holiday Inn Select 916 W. Tennessee Street Tallahassee, FL 32301 (850) 222-9555 Rate: \$77/night (January 22, 2003*)
January 31, 2003 Ft. Lauderdale	Embassy Suites Hotel 1100 SE 17 th Street Ft. Lauderdale, FL 33316 (954) 527-2700	AmeriSuites Hotel 1851 SE 10 th Avenue Ft. Lauderdale, FL 33316 (954) 763-7670 Rate: \$100/night (January 24, 2003*)
February 4, 2003 Tampa	Holiday Inn Stadium Airport 4732 N. Dale Mabry Highway Tampa, FL 33614 (813) 877-6061	Holiday Inn Stadium Airport 4732 N. Dale Mabry Highway Tampa, FL 33614 (813) 877-6061 Rate: \$79/night (January 22, 2003*)
February 5, 2003 Orlando	Holiday Inn Express- Orlando Airport West 1853 McCoy Road Orlando, FL 32809 (407) 851-1113	Holiday Inn Express- Orlando Airport West 1853 McCoy Road Orlando, FL 32809 (407) 851-1113 Rates: \$69/standard/\$79/suite (January 24, 2003*)
February 6, 2003 Gainesville	Sante Fe Community College 3000 NW 83 rd Street Gainesville, FL 32606 (352) 395-5521 Room W279/W280	Best Western Gateway Grand 4200 NW 97 th Boulevard Gainesville, FL 32606 (352) 331-3336 Rate: \$69/night (January 24, 2003*)

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**February 7, 2003
Chipley**

Panhandle Area Educational
Consortium (PAEC)
753 West Boulevard
Chipley, FL 32428
(850) 638-6131

Holiday Inn Express **
1700-A Main St.
Chipley, FL 32428
(850) 638-3996
(\$69.95 State Rate)

Days Inn **
1110 Lost Lake Road
Highway 77
Chipley, FL 32428
(850) 415-6484
(\$48.98 State Rate)

* Reservation cut-off date

** No block of rooms is being held but rooms are available by calling these hotels.

For additional information, please contact Evy Friend or Michele Polland, Bureau of Instructional Support and Community Services, at (850) 488-1106, or Bridget Fetter, Assessment and School Performance, at (850) 488-0427. We look forward to seeing you at the meetings.

SG/ipd

Attachment

cc: State Advisory Committee

FLORIDA DEPARTMENT OF EDUCATION
Bureau of Instructional Support and Community Services
and
Assessment and School Performance

**Regional Meetings to Provide Updated Information About Accommodations
for Students with Disabilities During the Spring 2003 Administration of the
Florida Comprehensive Assessment Test (FCAT)**

January 28, 2003	Tallahassee
January 31, 2003	Ft. Lauderdale
February 4, 2003	Tampa
February 5, 2003	Orlando
February 6, 2003	Gainesville
February 7, 2003	Chipley

TENTATIVE AGENDA

10:00 a.m.	Welcome Introductions, and Overview of Agenda 2003 FCAT Administration
11:30 a.m.	Update on Recommendations from the Blue Ribbon Task Force on Accommodations and Access for Students with Disabilities
11:45 a.m.	Lunch (on your own)
1:00 p.m.	FCAT Accommodations – Current and Expanded Unique Accommodations and Waivers (Special Exemptions) Toolkit and other Technical Assistance Materials
3:00 p.m.	Adjourn