

# Intradistrict Communication

DATE: January 6, 2016

TO: Principals

FROM: Administrators of Schools  
Laura Finlinson, Administrator of Curriculum and Staff Development  
Clyde Mason, Director of Evaluation, Research, and Accountability *LM*

SUBJECT: 2016 Summative SAGE School Administrator and Test Coordinators' Training, Feb. 23 and 24, 2016

---

School Testing Coordinators and Administrators preparation training for the 2016 Summative SAGE assessments is scheduled for February 23, 2016 (secondary) and February 24, 2016 (elementary). Two sections of training are being provided on each date. Registration for this training is required through JPLS. If you, or your assigned school administrator, and your 2016 SAGE Test Coordinator have not yet registered for this training, please do so through JPLS: <https://jpls.truenorthlogic.com/U/P/Channel/-/Guest/Login> utilizing the JPLS course and section information provided in the table below:

Course #100960 Summative SAGE Training for Coordinators and Administrators			
Section 114036 (Secondary Schools)	February 23, 2016	8:00 a.m. to 11:30 p.m.	Auxiliary Services Auditorium
Section 114037 (Secondary Schools)	February 23, 2016	12:30 p.m. to 4:00 p.m.	Auxiliary Services Auditorium
Section 114038 (Elementary Schools)	February 24, 2016	8:00 a.m. to 11:30 p.m.	Auxiliary Services Auditorium
Section 114039 (Elementary Schools)	February 24, 2016	12:30 p.m. to 4:00 p.m.	Auxiliary Services Auditorium

Principals, please note the following:

- School testing coordinators are required to attend. Please make sure they attend even if they cannot sign up through JPLS.
- Testing coordinators and administrators will be expected to train school faculty members and other school personnel who will be administering 2016 Summative SAGE assessments.
- Training materials will be made available online at <http://assessments.jordandistrict.org/>

Again, principals please make sure that your SAGE test coordinator and you, or your school administrator assigned to oversee 2016 Summative SAGE Assessments, register for, and attend one of the above SAGE training sections. Please direct any questions regarding this training to Brooke Anderson, 801-567-8393 [brooke.anderson@jordandistrict.org](mailto:brooke.anderson@jordandistrict.org).