

Intradistrict Communication

DATE: February 3, 2017

TO: Principals

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

SUBJECT: 2017 Summative SAGE School Administrator and Test Coordinators' Training, Feb. 21 and 23, 2017

School Testing Coordinators and Administrators preparation training for the 2017 Summative SAGE assessments is scheduled for February 21, 2017 or February 23, 2017. Two sections of training are being provided on each date. Registration for this training is required through JPLS and it is only necessary to register for one of the provided sections. If you, or your assigned school administrator, and your 2017 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 #101112 Summative SAGE Training for Coordinators and Administrators | | | |
|--|-------------------|-------------------------|-------------------------------|
| Section 114664 | February 21, 2017 | 8:00 a.m. to 11:30 p.m. | Auxiliary Services Auditorium |
| Section 114665 | February 21, 2017 | 12:30 p.m. to 4:00 p.m. | Auxiliary Services Auditorium |
| Section 114666 | February 23, 2017 | 8:00 a.m. to 11:30 p.m. | Auxiliary Services Auditorium |
| Section 114667 | February 23, 2017 | 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 2017 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 2017 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.