

Intradistrict Communication

DATE: Thursday, September 29, 2022

TO: Elementary School Administrators

FROM: Carolyn Gough, Administrator of Teaching and Learning
Ben Jameson, Director of Evaluation, Research and Accountability
Rebecca Smith, Consultant, Gifted & Talented

SUBJECT: 6th Grade CogAt Test Administration Training

The test administration window for the 6th grade CogAt opens October 24th and closes December 2nd. 6th grade teachers, in collaboration with school test coordinators, can administer this assessment to their classes.

A test administration training is being offered to school test coordinators as well as 6th grade teachers. School administrators may attend a training session, but it is not required. Testing pool hours may be used for ESPs who are attending a training session outside of their usual hours. There is no funding for substitutes; thus, schools will need to cover the cost of a substitute if a classroom teacher is attending a training session. Attendees should bring a device to the training. Those who are planning to attend a training session should sign up [here](#).

Below are the training session dates, times and locations. Please note that all trainings will be held at the Auxiliary Services Building (7905 South Redwood Road):

Date	Time	Location
Wednesday, October 12	9:00 – 10:30 am	PDC 101
Wednesday, October 12	12:30 – 2:00 pm	PDC 101
Monday, October 17	12:30 – 2:00 pm	PDC 102

Please contact Kira Jensen in Evaluation, Research & Accountability or Taryn Cox in Teaching & Learning with questions.