

# Intradistrict Communication

DATE: Thursday, February 13, 2020

TO: Elementary Principals

FROM: Shelley Nordick, Ph. D, Administrator of Teaching & Learning  
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: Acadience Reading Training for Classroom Aides – Winter 2020

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With the growing importance of progress monitoring students between Acadience Reading benchmark periods, we realize that many schools are utilizing classroom aides to progress monitor students who are Below and Well Below Benchmark. To lighten the burden on schools to provide the necessary test administration training to these classroom aides, the Evaluation, Research & Accountability Department will provide a three-hour hands-on training to school personnel responsible for administering Acadience Reading progress monitoring. While this is not a mandatory training, we encourage schools to send aides that are new to progress monitoring or have never been formally trained.

Classroom aides may attend the training as part of their normal contracted hours. There is no funding to pay them outside of their contracted hours, though schools may use their allotted testing pool hours to cover these extra hours for training. Classroom teachers may also attend the training, but schools will be responsible to cover the cost of a substitute or pay for off-track year-round teachers. It is **not** recommended that schools use their testing pool hours to cover the cost of training for teachers.

Training participants may register for one of the sessions listed below on JPLS (course #101543):

Date	Location	Time	Comments
Tuesday, Feb. 18	ASB PDC 101	8:00 – 11:00 am	All of the sessions are the same. Participants need attend only one session.
Wednesday, Feb. 19	ASB PDC 101	8:00 – 11:00 am	Register on JPLS using course #101543. Sections are capped at 25 participants.
		12:00 – 3:00 pm	
Thursday, Feb. 20	ASB PDC 101	8:00 – 11:00 am	

Please contact Shannon Johnson (801-567-8873 or [shannon.johnson@jordandistrict.org](mailto:shannon.johnson@jordandistrict.org)) or Ben Jameson with any questions.