

# Intradistrict Communication

DATE: Thursday, December 6, 2018

TO: Elementary School Principals  
Middle School Principals

FROM: Dr. Anthony Godfrey, Associate Superintendent  
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: Annual RISE Summative Administration Training for Test Coordinators and Administrators

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To prepare for the 2019 end-of-year RISE Summative tests, principals, or their administrative designees, and school test coordinators are asked to attend one of the six following training sessions:

Date:	JPLS Section #	Time:	Location:
Feb. 20, 2019	101348	8:00 am – 11:30 am	PDC Room 101 – Trainings are NOT level-specific. Elementary and middle school personnel may attend any training.
Feb. 21, 2019		12:00 pm – 3:30 pm	
		8:00 am – 11:30 am	
Feb. 25, 2019		12:00 pm – 3:30 pm	
		8:00 am – 11:30 am	
		12:00 pm – 3:30 pm	

Registration for this training is required through JPLS utilizing the section information above: <https://jpls.truenorthlogic.com/ia/render.userLayoutRootNode.uP>

Principals please note the following:

- School test coordinators are required to attend one of the training sessions.
- Test coordinators and administrators will be expected to train school faculty members and other school personnel who will be administering or assisting in the administration of the 2019 RISE Summative assessments. This training should be done on an annual basis prior to the Summative window.
- This will be a hands-on training. Please bring your own device so you can easily navigate the Nextera system.
- Please make sure that all attendees have successfully logged into the Nextera system prior to attending the training.

Please direct any questions you have regarding this training to Brooke Anderson, 801-567-8393 or [brooke.anderson@jordandistrict.org](mailto:brooke.anderson@jordandistrict.org).