

Intradistrict Communication

DATE: Thursday, August 20, 2026

TO: All Assistant Principals Over Testing

FROM: Carolyn Gough, Administrator of Teaching and Learning
Ben Jameson, Director of Assessment, Research and Accountability

SUBJECT: Testing Coordinator & Assistant Principal Collaboration Meetings

In an effort to align practice and support, Assessment, Research & Accountability is sponsoring a collaboration meeting for school testing coordinators and assistant principals over testing. The purpose of this collaboration meeting is to help school testing coordinators and assistant principals who oversee testing to maximize efficiency in their testing procedures and processes. We have found that in providing schools with the opportunity to collaborate with others in similar roles, teams and testing personnel leave feeling better equipped to make testing easier and more efficient for everyone. Please come ready to share what has been working for your school.

Here are the items we'll cover during the meeting:

- Clarification of school personnel roles with statewide assessments
- Required versus optional assessments
- Tools and resources to streamline processes
- Logistics before, during, and after testing

Here are the dates and times for this collaboration meeting:

Elementary Schools		
Monday, August 31	8:30-11:30 am	ASB Presentation Room (Entrance C)
	12:00-3:00 pm	
High Schools		
Wednesday, September 2	8:00-11:00 am	ASB PDC 113 (Entrance B)
Middle Schools		
Wednesday, September 2	12:00-3:00 pm	ASB PDC 113 (Entrance B)

We anticipate this being a beneficial meeting for all – regardless of testing experience.

For questions about this collaboration meeting, please contact Kassidy Towery or Kristi Schwebach in Assessment, Research & Accountability.