



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

January 10, 2014

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Thomas R. Bice *TRB*
State Superintendent of Education
RE: ACT Instructional Support Workshop

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of Education

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The Alabama State Department of Education (ALSDE) and ACT, Inc., encourage all city and county superintendents of education to send a five-person team to one of the ACT Instructional Support Workshops to be held on February 13 and 14, 2014. These half-day workshops will provide an opportunity for participants to learn how to interpret and use *ACT Explore*, *ACT Plan*, *ACT*, and *ACT QualityCore* data and how the results connect to ACT's College and Career Readiness Assessment System that the ALSDE has implemented statewide.

Participants will review the structure (specifications) of the assessments and the skills measured. Using the College Readiness Standards and the College Readiness Benchmarks, participants will be able to effectively use the assessment results in helping students prepare for college and workplace success. In addition, participants will learn how to interpret and use the Career Interest Inventory results for career and educational planning. Resources available for students, parents, and educators on ACT's Web site will be provided.

These workshops are designed for system test coordinators, curriculum directors, lead teachers, school counselors, and administrators directly responsible for the educational planning and instructional program at the system and/or school. **Each school system will be limited to a team of five.** Team members should be expected to lead comparable workshops for colleagues in their system.

To find more information about the workshops (dates, times, locations, etc.) and to register to attend, please visit one of the following Web addresses:

Birmingham (February 13): <http://www.cvent.com/d/q4qldx>
Birmingham (February 14): <http://www.cvent.com/d/34qldx>
Huntsville (February 14): <http://www.cvent.com/d/n4qldx>
Mobile (February 14): <http://www.cvent.com/d/q4qld3>
Montgomery (February 13): <http://www.cvent.com/d/d4qld5l>
Tuscaloosa (February 13): <http://www.cvent.com/d/y4qld3>

The registration deadline is January 31, 2014.

Each participant should bring his/her school's/system's fall 2013 *ACT Explore*, *ACT Plan*, and ACT Profile Summary Report with Early Intervention Rosters, Presentation Packet, and Item Response Summary Report to the workshop.

Confirmations will be sent to the e-mail addresses provided during registration. For questions about registration or locations, please contact Nikki Hollis at Nikki.hollis@act.org or 319-541-3089. If you have other questions concerning the workshop, please contact Mrs. Maggie Hicks, Student Assessment, at mhicks@alsde.edu or 334-242-8038.

We are pleased to be able to provide this wonderful training opportunity, and we look forward to working with your team.

TRB/RWM/MAH

cc: City and County System Test Coordinators
FY14-2030