

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
RESEARCH, EVALUATION, ASSESSMENT & BOUNDARIES**

Katherine Blasik, Ph.D., Associate Superintendent

Approved memorandum with signatures is on file.

September 15, 2004

TO: Middle School Principals
Charter Middle School Principals

FROM: Katherine Blasik, Ph.D., Associate Superintendent
Research, Evaluation, Assessment & Boundaries

VIA: Dr. Verda Farrow, Area Superintendent
South Central Area

SUBJECT: **MIDDLE SCHOOL PREIDENTIFICATION SORTING OPTIONS**

In the 2003-04 school year, middle school staff requested the option of sorting preidentified student answer documents by class for the Benchmark Assessment Test (BAT), as well as the Florida Comprehensive Assessment Test (FCAT) Reading, Mathematics, Science, and Writing Assessments. Based on discussions with the middle school executive principals group, the feedback received from school staff, and evaluations of the sorting options provided by the District, the sorting options provided in 2003-04 were as follows:

OPTION A: Answer documents sorted alphabetically by first (1st) period teacher.

OPTION B: Answer documents sorted alphabetically by grade.

Based on the positive response received from middle school staff in 2003-04, these same options for the sorting of the preidentified student answer documents for the assessments are being made available to middle schools for the 2004-05 school year.

Please complete the attached form indicating your school's preference for the sorting of student answer documents. Many schools will find Option A (alphabetically by first period teacher) useful. However, if your school is not testing by first period class, selecting Option B (alphabetically by grade) may be preferred. The form must be faxed to the Student Assessment & School Performance Department at (754) 321-4290 **no later than 2:00 p.m. on Thursday, September 30, 2004**. If a response is not received by that deadline, the sorting of the preidentified documents will default to Option B, which is alphabetical by grade. If you have any questions, please call **Kimberley Kraft, Director, Student Assessment & School Performance, at (754) 321-4250**.

VMF/KAB/KEK:sjm
Attachment

cc: Senior Management
Area Directors
Diane Carr, Executive Director, Core Curriculum
Frank Vodolo, Executive Director, Educational Programs
Betsy Donate, Coordinator, Charter Schools

MIDDLE SCHOOL SORTING OPTIONS FOR PREIDENTIFIED ANSWER DOCUMENTS

School Name: _____

School Number: _____

I would prefer to have my preidentified answer documents sorted by:

Indicate one:		
	OPTION A	Alphabetically by first (1st) period teacher.
	OPTION B	Alphabetically by grade.

My signature below authorizes selection of the above indicated option.

School Testing Coordinator Signature Print Name Date

Principal Signature Print Name Date

Please **FAX** the completed and signed form to
Student Assessment & School Performance at (754) 321-4290
no later than 2:00 p.m. on Thursday, September 30, 2004.