

June 18, 2014

Dear NC Kindergarten Entry Assessment Pilot Participant:

The North Carolina Department of Public Instruction's Office of Early Learning is delighted that you will be participating in the NC Kindergarten Entry Assessment (NC KEA) Pilot in the fall of the 2014-2015 school year. We greatly appreciate your willingness to collaborate and learn with us as we investigate strategies to provide kindergarten teachers the most meaningful and manageable way to gain a more complete picture of their incoming students. Your feedback, insight and suggestions will help inform the final development of the Kindergarten Entry Assessment process that all North Carolina teachers will implement in the future.

The pilot process will begin with a two-day professional development session during the week of July 7-10, 2014 (see page 2 for details). Central office administrators are expected to attend the first day of the training and participating teachers and principals are required to attend both days of the training. During the main session, participants will learn about the purpose of the NC Kindergarten Entry Assessment, the implementation of the assessment process, and information about what to expect during the pilot. In addition, administrators will attend a break-out session on the first day that will focus on communication and strategies to support the teachers during the pilot.

Technology will play an important role during the professional development. Throughout the training, participants will practice using the online assessment platform designed especially for this pilot. Therefore, each participant is **required to bring a laptop** (preferred) or tablet to the training. A laptop (Windows XP SP2 or later) or Mac (OSX 10.6 or later) should be capable of a high-speed WiFi internet connection with one of the following web browsers (browser set to accept cookies):

- Apple Safari 6.0 or newer
- Google Chrome 26.0 or newer
- Microsoft internet Explorer 8 or newer
- Mozilla Firefox 18.0 or newer

In an effort to keep all participants informed prior to and during the pilot, all information regarding the pilot, including supporting resources for administrators and teachers, will be housed on the **NC KEA Pilot wiki**: (<http://keapilot.ncdpi.wikispaces.net/>). Please check this site often, as it will be continually updated throughout the pilot. Also, we highly encourage you to read the attached document to familiarize yourself with the NC KEA terms and components prior to the training.

We look forward to working and leaning with you during this collaborative process. If you have any questions or need additional information, please contact your regional consultant (see page 2 for details).

Kindergarten Entry Assessment Pilot

All professional development sessions will be held from **9:00 am to 4:00 pm**. Lunch is provided.

Region	Districts	Date	Location	Regional Consultant
1	Beaufort, Bertie, Currituck, Dare, Martin, Pasquotank, Pitt, Tyrrell	July 9-10	Martin Telecenter 415 East Boulevard Williamston, NC 27892	Catherine Woodall catherine.woodall@dpi.nc.gov
2	Carteret, Jones, New Hanover, Pamlico, Pender	July 9-10	River Landing Clubhouse 110 River Vine Pkwy Wallace, NC 28466	Leslie Simmons leslie.simmons@dpi.nc.gov
3	Franklin, Nash-Rocky Mount, Vance, Wake, Warren, Weldon City	July 7-8	McKimmon Center 1101 Gorman Street Raleigh, NC 27606	Darlene Germano darlene.germano@dpi.nc.gov
4	Bladen, Columbus, Harnett, Hoke, Moore, Richmond	July 7-8	Cumberland County Schools ERC 396 Elementary Drive Fayetteville, NC 28301	Jami Graham jami.graham@dpi.nc.gov
5	Alamance, Asheboro, Guilford, Lexington, Orange, Person, Rockingham, Stokes, Thomasville	July 9-10	Village Inn 6205 Ramada Drive Clemmons, NC 27012	Cindy Dewey cynthia.dewey@dpi.nc.gov
6	Anson, Charlotte-Mecklenburg, Stanly, Union	July 7-8	UNC Charlotte 9201 University City Boulevard Charlotte, NC 28223 Cone 111, 112, and 113	Erika Beattie erika.beattie@dpi.nc.gov
7	Alexander, Caldwell, Iredell-Statesville, Mt. Airy City, Newton-Conover	July 9-10	Stone Family Center for Performing Arts at Wilkes County Board of Education 613 Cherry Street North Wilkesboro, NC 28659	Karen Lounsbury karen.lounsbury@dpi.nc.gov
8	Cherokee, Clay, Haywood, Jackson, McDowell, Mitchell, Swain Transylvania	July 7-8	Asheville-Buncombe Technical Community College 340 Victoria Road Asheville, NC 28801	Nancy Costello nancy.costello@dpi.nc.gov

All 10-month and 11-month employees will receive a \$100 stipend per day for attending the training. Participants who drive will be reimbursed for mileage at the state rate; participants are encouraged to carpool. In special situations, when a participant must travel more than two hours to the training location, reimbursement for a hotel room for one night at the state rate of \$65.90 will be considered. Requests for hotel reimbursement must be submitted by the District Office Administrator to the appropriate regional consultant prior to the training date.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia Bagwell". The signature is written in a cursive style with a large initial 'C'.

Cynthia Bagwell
K-3 Formative Assessment Manager