

**Fall 2006 MEAP Assessment Coordinator Briefings
(Grades 3-9 and High School retest)
September 25 – 29, 2006**

In preparation for this fall's MEAP assessments, you are invited to attend a MEAP Assessment Coordinator Briefing. Each briefing will include a video presentation reviewing procedures that MEAP Coordinators will need to follow before, during, and after each assessment. In addition, MEAP staff and the administration contractor will explain:

- How materials are shipped to districts,
- Steps to take for ordering additional materials,
- Best ways to prepare and ship materials after each assessment, and
- Use of accommodations and ethics documents.

The locations at which the briefings will occur are listed below. Choose the one that best fits your schedule. All sessions will last approximately 2 hours. You do not need to register to attend any of the briefings. We look forward to seeing you soon.

Day and Date	Locations/Time	Locations/Time
Monday, September 25		COP ESD 6065 Learning Lane Indian River, MI 49749 10:00 am – 12 noon Otsego-Presque Isle and Cheboygan Rooms
Tuesday, September 26	Washtenaw ISD 1819 S. Wagner Rd. Ann Arbor, MI 48106 9:00 – 11:00 am Vogel A, B and C Battle Creek Central High School 100 West Van Buren St. Battle Creek, MI 49017 1:30 - 3:30 pm Theater	Marquette-Alger RESA 321 East Ohio St. Marquette, MI 49855 10:00 am – 12 noon Conference Rooms A & B
Wednesday, September 27	Godwin Heights High School 50 -35 th Street, SW Wyoming, MI 49548 9:00 – 11:00 am High School Auditorium Farmington Public Schools 33000 Thomas St. Farmington, MI 48336 1:30 - 3:30 pm Maxfield Training Center Room 1	Delta-Schoolcraft ISD 2525 3 rd Avenue, S. Escanaba, MI 49829 10:00 am – 12 noon Large Conference Room
Thursday, September 28	St. Clair RESA (new site) 499 Range Road Marysville, MI 48040 10:00 am – 12 noon East/West Conference Room	Saginaw ISD Transitions Professional Dev. Center 3600 Fashion Square Blvd. Saginaw, MI 48603 10:00 am – 12 noon

Friday, September 29	Ingham ISD 2630 W. Howell Road Mason, MI 48854 1:00 – 3:00 pm Main Campus, Thorburn Education Center Building	Mid-Michigan Community College 1375 S. Clare Avenue Harrison, MI 48625 10:00 am - 12 noon Auditorium
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The video and materials will be available at www.michigan.gov/meap following the briefings.