



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
District Test Coordinators

FROM: Elizabeth Jones
Director, Office of Assessment

DATE: August 17, 2015

RE: 2015–16 New DTC Orientation

The annual orientation workshop for new District Test Coordinators (DTCs) will be held on Friday, September 25, 2015. This workshop is for DTCs who have been recently assigned to this role. Attendees will be provided with an overview of statewide assessment programs administered through the South Carolina Department of Education's (SCDE) Office of Assessment.

The workshop is scheduled from 9:00 a.m. to 3:00 p.m. and will be held at the SCDE's main building in downtown Columbia, located at 1429 Senate Street, in room 806.

Those attending should register by **Friday, August 28, 2015**, by notifying Houston Andrade at (803) 734-8289, handrade@ed.sc.gov. A boxed lunch will be provided for those who register by the deadline. Additionally, there are metered parking spaces within walking distance of the Rutledge Building. For those who register by the deadline, the SCDE will request passes from the City of Columbia to provide free parking.

Attachment