



# Verification of School Training

## Spring 2021 CMAS and CoAlt: Math, ELA, Science, and Social Studies

This form must be filled out by the School Assessment Coordinator, signed by the School Principal, and submitted to the CSI Assessment Department ([jessicawelch@csi.state.co.us](mailto:jessicawelch@csi.state.co.us)) as documentation that **all** school personnel who come in contact with/ have access to secure assessment materials before, during, and after the spring 2021 CMAS and CoAlt: Math, ELA (including CSLA), Science, and Social Studies administration have been trained.

### Trainings must be comprehensive and interactive, and must include:

- School Determined Policies and Procedures,
- Test Security,
- Standardized Environment,
- Test Administration,
- Providing Student Testing Accommodations (as necessary),
- Test Administrator Role vs. Teacher Role, and
- An opportunity for questions/answers.

This form certifies that within **[School Name:]** \_\_\_\_\_, the School Assessment Coordinator (DAC) and **all** Test Administrators, Test Examiners, and other appropriate school personnel (e.g., Technology Coordinator, Sensitive Data personnel) have been trained in **all** aspects of the administration of the state assessments, including handling of materials, security, and ethical administration practices. On the lines below, specify the dates when trainings were completed for all Test Administrators/Examiners, and Technology Coordinators in your school for the spring 2021 CMAS and CoAlt: Math, ELA (including CSLA), Science, and Social Studies assessments.

SAC training completion date for CMAS: Math, ELA/CSLA, Science, and Social Studies Spring 2021: \_\_\_\_\_

Test Administrator training completion date for CMAS: Math, ELA/CSLA, Science, and Social Studies Spring 2021: \_\_\_\_\_

SAC training completion date for CoAlt: Math, ELA, Science, and Social Studies Spring 2021: \_\_\_\_\_

Test Examiner training completion date for CoAlt: Math, ELA, Science, and Social Studies Spring 2021: \_\_\_\_\_

Technology Coordinator training completion date for CMAS and CoAlt: Math, ELA, Science, and Social Studies Spring 2021: \_\_\_\_\_

*I have verified that school trainings took place on the dates as listed above, and that **all** individuals involved in the spring 2021 CMAS and CoAlt: Math, ELA (including CSLA), Science, and Social Studies administration have been trained.*

\_\_\_\_\_  
*Principal's Name (print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*SAC's Name (print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*SAC's Signature*

This completed form must be saved electronically with a file name indicating the **school name, form name, and the date on which the document was saved** (e.g., School\_CMAS\_CoAlt\_Verification of District Training\_031221). Then, the completed form must be **emailed to [jessicawelch@csi.state.co.us](mailto:jessicawelch@csi.state.co.us) prior to beginning** CMAS and CoAlt: Math, ELA (including CSLA), Science, and Social Studies assessment administration.