# Verification of District Training
## Spring 2023 CMAS and CoAlt: Math, ELA, and Science

This form must be filled out by the District Assessment Coordinator, signed by the District Superintendent, and submitted to the Assessment Division as documentation that **all** district personnel who come in contact with the assessments before, during, and after the spring 2023 CMAS and CoAlt: Math, ELA (including CSLA), and Science administrations were trained.

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

- District 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 **[District Name:]**_____, the District Assessment Coordinator (DAC) and **all** School Assessment Coordinators (SACs), Test Administrators, and other appropriate school and district personnel (e.g., District Technology Coordinator, Sensitive Data personnel) were 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 that trainings were completed for the DAC and all SACs, Test Administrators, and Technology Coordinators in your district for the spring 2023 CMAS and CoAlt: Math, ELA, and Science assessments.

DAC training session for CMAS: Math, ELA, and Science Spring 2023 (select one): Attended Live ❏ Date: _____ Viewed Recording ❏ Date: _____

SAC training completion date(s) for CMAS: Math, ELA, and Science Spring 2023:_____

Test Administrator training completion date(s) for CMAS: Math, ELA, and Science Spring 2023:_____

DAC training session for CoAlt: Math, ELA, and Science Spring 2023 (select one): Attended Live ❏ Date: _____ Viewed Recording ❏ Date: _____

SAC training completion date(s) for CoAlt: Math, ELA, and Science Spring 2023:_____

Test Administrator training completion date(s) for CoAlt: Math, ELA, and Science Spring 2023:_____

Technology Coordinator training completion date for CMAS and CoAlt: Math, ELA, and Science Spring 2023:_____

*I have verified that district and school trainings took place on the dates as listed above, and that **all** individuals involved in the spring 2023 CMAS and CoAlt: Math, ELA, and Science administrations were trained.*

_____
*Superintendent's Name (print)*

_____                         _____
*Date*                                                                                  *Superintendent's Signature*

_____
*DAC's Name (print)*

_____                         _____
*Date*                                                                                  *DAC's Signature*

Save completed forms electronically with a file name indicating the **district name, form name, and the date on which the document was saved** (e.g., District A_Verification of District Training_031123). Then, load the completed form to the **Assessment Forms** folder on **CDE Assessment Syncplicity** prior to beginning CMAS and CoAlt: Math, ELA, and Science assessment administration.