



January 6, 2006

Dear System Test Coordinator,

In preparation for the spring 2006 administration of the Georgia High School Graduation Tests (GHSGT), the Georgia Department of Education (GDOE) will be conducting pre-administration workshops around the state on February 14, 15, and 16, 2006. The purpose of these workshops is to provide information necessary for the successful administration of the GHSGT. Representatives from GDOE, Data Recognition Corporation, Pearson Educational Measurement, and the Center for Assessment will be participating in the workshops, which are scheduled to begin at 9:00 AM and end at 3:00 PM.

Specific dates and locations for the workshops are listed below. Please register for the workshop closest to you.

**February 14, 2006**                      University of Georgia Tifton Campus Conference Center  
15 RDC Road  
Tifton, GA 31793  
229-386-3416

**February 15, 2006**                      Georgia Sports Hall of Fame  
301 Cherry Street  
Macon, GA 31201  
478-752-1585

**February 16, 2006**                      Holiday Inn  
2265 Kingston Court  
Marietta, GA 30067  
770-952-7581

All system test coordinators are expected to attend this workshop. If you are unable to attend yourself, please designate someone to attend in your place. In order to ensure adequate space and training materials, please print out and complete the enclosed R.S.V.P. form included with this communication and **return it to Sandy Bentley, via fax or mail, by January 13, 2006. You will receive an email confirmation that DRC has received your form at their office.**

Attendees are responsible for travel, meals, and lodging, if necessary. Included in this package please find an R.S.V.P. form, a list of possible lodging facilities, and directions to each site.

Thank you in advance for arranging to attend one of these important workshops. If you have any questions or need additional information related to these workshops, please contact Kay Ellen Rutledge, at (404) 463-5047 or [krutledg@doe.k12.ga.us](mailto:krutledg@doe.k12.ga.us), or Sandy Bentley at DRC at 1-800-826-2368 or [SBentley@datarecognitioncorp.com](mailto:SBentley@datarecognitioncorp.com).

Thank you,

Kay Ellen Rutledge

Attached: R.S.V.P. Form  
Lodging options and directions