Hello (Principal’s name),

We would like to invite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in a two-day training to beta-test a new product written by Dr. Marty Beech, Bureau of Exceptional Education and Student Services, Florida Department of Education. Fees for substitute teachers will be provided.   
  
If approved, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will work with Dr. Beech and team, (Rena Carney, Lynn McGuire, Jan Oberschlake, and Missy West) beta testing a new manual, ***Selecting Accommodations: a Five-Step Process****.*    
This manual is designed to accompany ***Accommodations: Assisting Students with Disabilities and the Guide to FCAT and FCAT 2.0 Accommodations for Students with Disabilities***, both published by the Florida Department of Education (FDOE) in 2010.  It is written to assist members of the individual educational plan (IEP) teams or persons who develop Section 504 plans for students with disabilities.  
  
The training will be held at FDLRS Miccosukee during May 9, 10, or 11 (two of these days). We will select the actual best two days after talking to the teacher teams.

Thanks for your consideration and support of this opportunity. Please email or call Rena Carney at FDLRS Miccosukee with any questions.

Sincerely,

Rena Carney

[carneyr@leonschools.net](mailto:carneyr@leonschools.net)

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