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## MEMORANDUM

TO: House Education Committee Members  
CC: Rebecca Holcombe, Secretary of Education  
FROM: Peter Drescher, Education Technology Coordinator/VT Technology Plan Approver  
SUBJECT: Schools with Missing or Incomplete Data in SBAC Technology Readiness Tool  
DATE: February 6, 2014

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The table provided indicates the schools that as of February 5, 2014 have not completed or are still missing various aspects of the technology readiness collection tool for SBAC in Vermont.

It is essential at this point that we have a solid data set of records pertaining to tech readiness for the upcoming assessment. This collection tool has been opened in four “windows”, beginning in SPR 2012. (Fall2012, SPR2013, Fall2013) At this point, we *require* that schools enter/update their data to give us an accurate picture of the overall tech readiness in Vermont. By having an accurate picture, we can better prepare technical assistance for schools as we get closer to the assessments in 2015.

There are “tech readiness” contact people at each Supervisory Union that have special “rights” to create field personnel in the system for each school in that SU. Please let me know if you do not know who that individual is. That person should be the individual making sure that all schools are completing the data.

Some explanation for the table you have been given:

Column D: Completion Status--- In many cases, you will see that there is data in other columns but this column says “No” or (missing). For many schools all that is required is for your local contact to go in and “Mark Data Entry Complete”. When this step is done, the tool actually indicates if there are any outstanding areas that need to be completed. If not, then the collection process for that school is complete and those records will reflect in the overall count. This is a simple, but crucial step.

Column E: Total Device Count---- Somewhat self-explanatory, this is where devices (computers, tablets, netbooks) are counted. If there is a 0 in that column, and you know there are some student computers in that building, then please alert your tech readiness individual so that can be updated. In some cases, this column is in need of updating to reflect the CURRENT number of devices at the school.

Column F: Number of Unanswered Survey Questions: --- For the tool to register complete and not produce an error, all questions must be answered. The questions indicate levels of concern at the school around a variety of issues; student readiness, test administrator readiness, etc. These just need to be answered.

Column G: March Field Test school—I indicated here if the school was involved in the upcoming March Field Test.

Not shown on this particular spreadsheet are the bandwidth records both within the school walls and coming in from the Internet. Please make sure your school or SU contact on tech readiness updates your broadband speeds, especially if you were a school that benefited from the completion of recent fiber builds across VT. This will not show as missing when leaving the tool, but it may not reflect current status. Please check.

The “window” for our data collection is open from January 15-March 15. That “window” is intended to be used if there are new devices added for update. If *your school currently is listed on the list you received today*, we are prioritizing these schools to ensure that we have as accurate a count as possible, moving forward.

Let me know how I can help. If you have someone new that is unfamiliar with this system, I can do a webinar to get them up to speed; I can even pay a visit if you wish. The intent here is to get this caught up and completed as soon as possible.

Thanks for your help. If you need to contact me, I can be reached at 802-828-5149 or via email at [Peter.Drescher@state.vt.us](mailto:Peter.Drescher@state.vt.us) .

