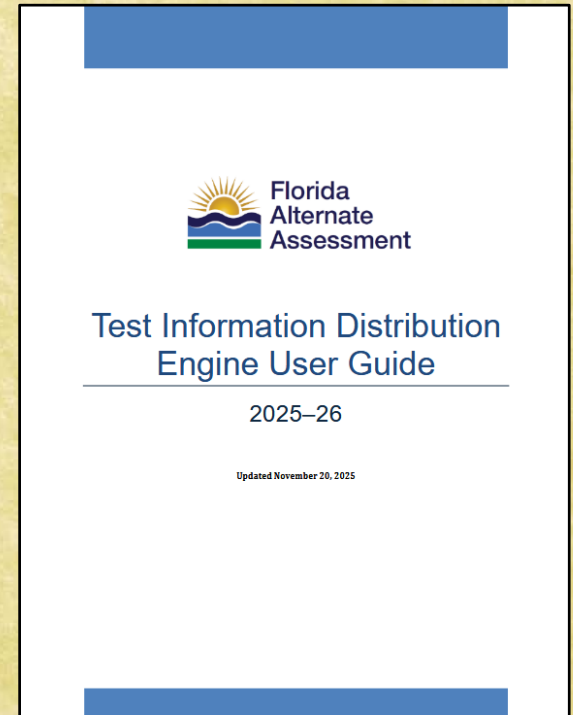


2026
FAA School Level Coordinator
(SLC) Training

FAA Resources

The following resources are available on the FAA Portal and the Evaluation Services website:

- FAA TIDE User Guide
- FAA Test Administration Manual
- FAA Procedural Manual
- FAA REI User Guide



FAA Portal – faa.fsassessments.org

Evaluation Services Website – www.escambiaschools.org/departments/evaluation-services

SLC Training Modules

It is required that you complete modules 1, 2, 4 & 5 before testing.

- Module 1: TIDE Overview and Three Things All Users Must Know How to Do
- Module 2: Rosters for Teachers, Frequency Distribution Reports, and more
- Module 3: **(Not required for SLC's)**
- Module 4: Managing Requests
- Module 5: Monitoring Test Progress, Reason Not Assessed, and Viewing Test Completion Rates

SLC Training Modules

To access the Training Modules:

- Start at the FAA Portal
- Click on the **Learning Management System** tile under Quick Access toward the bottom of the page.
- Login to the LMS.
- Click the **Catalog** icon on the left side of the page.
- Click the **2025-2026 TIDE Training** tile in the middle of the page.
- **It is required that you complete modules 1, 2, 4 & 5 before testing.**

FAA Reminders

- Students must have been enrolled in Access courses for at least 2 FTE periods (October and February) before taking the FAA.
- For example, a student that was not scheduled into Access courses until this past November is not eligible to take the FAA this Spring, so they will take the FAST.
- **Grade 12 students can start testing as early as March 2nd so that they complete the FAA by the April 3rd deadline to be included in the early results file for graduation.**

FAA Test Administrators

- Your FAA Test Administrators will need to complete their training with Karen Robinson before administering the tests.
- **The FAA Training Completion indicator in TIDE must be marked for each Test Administrator, or their students will show up as “No Tests Available”.**
- Most of your Test Administrators will automatically be created in TIDE when they complete their training. However, you will have to add any teachers that are missing.
- **You will need to provide each teacher with a roster of their students.**
- Step-by-step instructions to add FAA Test Administrators and create Rosters are in the [FAA TIDE User Guide](#).

FAA Students

- Most of your students are already in TIDE, but you may have to add students that were not enrolled in your school when the PreID file was uploaded.
- Step-by-step instructions to add FAA students are in the FAA TIDE User Guide.
- **If you manually add a student that will take the ELA1, ELA2, or an EOC, you will also need to mark eligibility for the appropriate tests for that student in TIDE.**

Receive FAA Test Materials

- Elementary & Middle test materials should arrive at your school the week of February 23rd.
- High School test materials should arrive at your school the week of February 23rd.
- A **Packing List** and **Security Checklist** will be included with the materials.
- Inventory the contents of the materials within 24 hours of receipt and report missing materials immediately.
- Please use the attached order form to order additional FAA materials if needed.

Prepare Materials for Return

SLC's are responsible for packing materials and returning them to Evaluation Services.

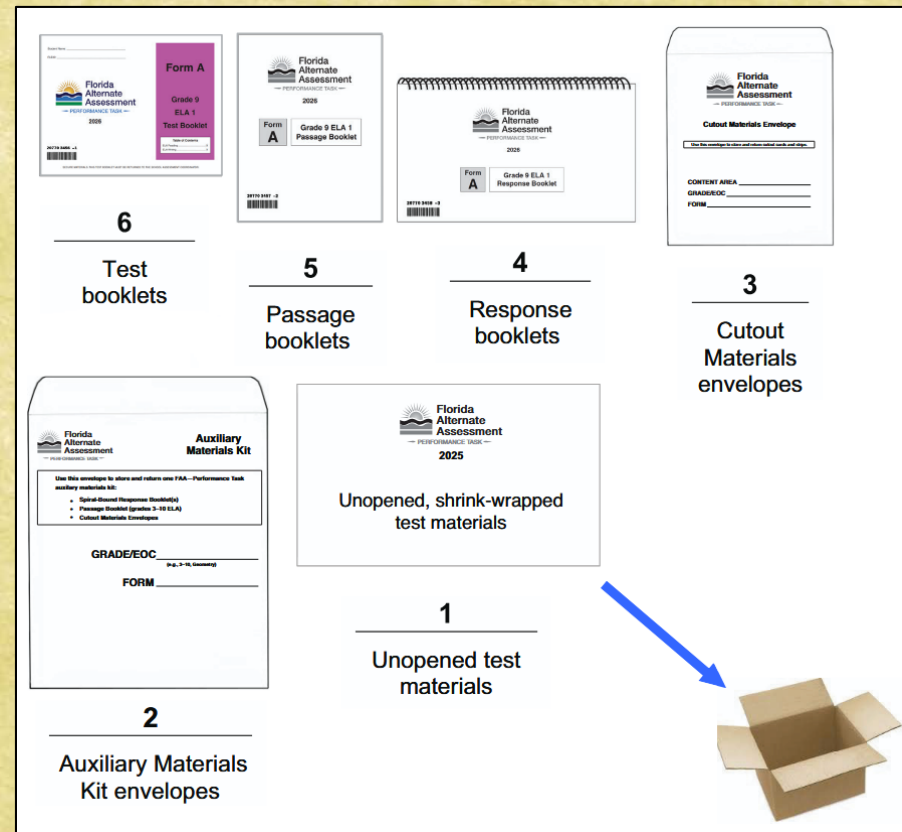
Prepare your District Coordinator Envelope

- Make copies of the following signed forms, then file the copies at your school and **place the originals in your DC Envelope.**
 - Test Administration & Security Agreements
 - Test Administrator Prohibited Activities Agreements
 - Test Materials Chain of Custody Form(s)
 - Booklet Security Checklist(s)
- **Also place the following items in your DC Envelope:**
 - Writing Prompt Templates (and vocabulary materials if applicable)
 - Unused forms/return labels

Prepare Materials for Return (cont.)

Prepare your Pearson Box

- Group your NOT TO BE SCORED materials together by **Type, Grade Level, and Content Area**.
- Place them into your Pearson Box in the following order:
 1. Unopened test materials (first)
 2. Auxiliary Materials Kit envelopes
 3. Cutout Materials envelopes
 4. Response Booklets
 5. Passage Booklets
 6. Test Booklets (last)



Return FAA Test Materials

- **After testing, DO NOT ship materials back with UPS labels.**
- We will send out the date/time to return all materials to Evaluation Services. Please do not return materials to us until the appropriate time.
- **We may have questions about your materials, so please do not ask anyone else to pack them up or drop them off.**

Complete FAA Training

Please sign and submit the google form below when you have finished reading this training presentation and completed the SLC Training Modules 1, 2, 4 & 5. Thank you!

<https://forms.gle/HZUEmbQDGfhuJFCS8>