Jason Smith

From: student_assessment@doe.virginia.gov
Sent: Thursday, December 08, 2011 1:20 PM
To: melissa.trinkle@scott.k12.va.us
Cc: jason.smith@scott.k12.va.us
Subject: VDOE ACAPS Notification of Committee Selection

Dear Melissa Williams,

Congratulations! You have been selected to serve on the 2012 VMAST Item Review Mathematics Committee Grades 7-8 Mathematics. This committee is scheduled to meet January 10-12, 2012

Inclement weather dates: January 18-20, 2012. Your membership on this committee is for a one-year term.

Committee members will be provided the following:
- reimbursement for meals and travel expenses in accordance with state travel policy and guidelines;
- lodging; and
- attendance verification for recertification points (pending local approval).

In addition, school divisions will be reimbursed for substitute teacher pay at a rate of $75 per day.

Please login to ACAPS and confirm or decline to serve on this committee.

To access the ACAPS login page:

1) Click the link that follows.

https://p1pe.doe.virginia.gov/acaps/login.do

2) Login with your username and password. If you have forgotten your password, click "Forgot Password" and ACAPS will send you a temporary password to the e-mail address you provided.

3) After login, select "Confirm Participation" to view the confirmation page and select either "confirm" or "decline."

On a later date, you will receive an e-mail from Conference Solutions, LLC with committee registration and lodging information. Upon receipt of the Confernce Solutions'e-mail, please respond as soon as possible. If you have questions, please contact Conference Solutions, LLC at Toll Free:(866) 324-7103 or (703) 493-9287.

If you have questions concerning the committee, please contact the student assessment staff at Student_Assessment@doe.virginia.gov or call (804) 225-2102.