



Dana Bailey, Principal • Condee Wood, Assistant Principal

October 29, 2009

Dear Parents,

One of the graduation requirements from the Issaquah School District is the District Technology Proficiency Requirement. The requirement specifies that students must be able to demonstrate a minimum proficiency level in technology. The district recommends that students complete the *Software Technology Applications I* class by the end of their 10th grade year. Should a student's schedule prohibit meeting that timeline s/he may wait until the 11th or 12th grade year to meet the requirement. The *Software Technology Applications I* course fulfills the technology requirement and also meets .5 of the Occupational Education credit(s) required for graduation. The *Software Technology Application I* course includes skill development in Internet, Word, Excel, Access, PowerPoint, voice recognition, and web page design.

Your student may already be proficient with the use of technology for learning. If so, s/he may want to take a Technology Proficiency Test that will be offered to all students who wish exemption from the *Software Technology Applications I* course. The Technology Proficiency Test will require 80% mastery for an exemption from *Software Technology Applications I*. For your information a list of the skills on the Technology Proficiency Test can be found on the Pacific Cascade website. The test is a proctored online test using Office 2007.

The Proficiency Tests will be offered on:

- December 1, 2009 from 2:45-4:45
- December 7, 2009 from 2:45-4:45
- January 11, 2010 from 2:45-4:45
- January 12, 2010 from 2:45-4:45

All tests will be at PCFC in Lab 2003. Students may register for one of the test dates. The test will take approximately one and a half hours. Students are allowed to take the test once every school year up through Fall Semester of their JUNIOR year.

Students must be registered ahead of time to take the test as an individual account for each student is created in advance in the testing software. Upon registration students will receive user account information and may access the tutorial.

Register your student by going to the Pacific Cascade website (www.pc.issaquah.wednet.edu) and click on the "Parent Tab" and then "Technology Proficiency" link. All registrations must be received by the registration deadline. There will be no exceptions; walk-ins to the test will not be accommodated as they will not have an account created for the test.

If you have any questions please email Diana Eggers at eggersd@issaquah.wednet.edu.

Sincerely,

Diana Eggers

Technology Proficiency Test Coordinator

Pacific Cascade Freshman Campus