

ADMINISTRATIVE CIRCULAR NO. 4
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 18, 2009

To: All School Principals

Subject: DESIGNATION OF SCHOOL SITE TEST COORDINATORS

**Department and/or
Persons Concerned:** Principals, School Site Test Coordinators

Due Date: September 18, 2009

Reference: None

Action Requested: Complete and return the attached form.

Brief Explanation:

To ensure testing timelines are met and tests are properly secured, administered, and returned for scoring, the Assessment Services Department distributes important information to sites throughout the school year. It is important that the individual responsible for coordinating a specific test at a school site receives ALL information and training for the administration of that test.

To be certain that information about testing timelines, policies, procedures, materials, and training is received by school site test coordinators, the attached form must be used to designate the staff member responsible for each of the tests/assessments administered during the 2009-2010 school year. **If forms are not returned or no one is identified as the site test coordinator for any required assessment program, the principal will be recorded as the designated coordinator.**

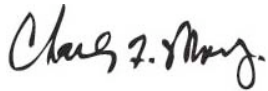
The Assessment Services Department will use this information to create listservs of all site test coordinators for each assessment program. Each principal must notify his/her site test coordinators that they have been designated and will be on the appropriate listserv(s). **If a site test coordinator unsubscribes to a listserv, all emails concerning that assessment program will default to the principal.**

Forms must be returned by Friday, September 18, 2009 to the Assessment Services Department. Forms may be sent to Donna Havelin, Assessment Services, Annex 3, or faxed to (619) 725-7070, or sent via email to dhavelin@sandi.net. Sites should retain a copy of the form for their records.

If you have any questions or you need to update information on your form, please contact Donna Havelin at (619) 725-7066.

Erin Gordon
Director
Assessment Services

APPROVED:

A handwritten signature in black ink, appearing to read "Chuck Morris".

Chuck Morris
Deputy Superintendent

Attachment

Distribution: Lists B, D, E and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent
Assessment Services

2009-10 Site Test Coordinator Designation Form

School: _____ Principal's Signature: _____	Grades Served: _____ Fax Number: _____	<input type="checkbox"/> Traditional Calendar <input type="checkbox"/> STYR Calendar <input type="checkbox"/> 4x4 Calendar
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Please indicate the site test coordinator below for each test administered at your school. You may mark "N/A" for any/all tests that will not be administered at your school for the 2009-10 school year. Please return your form to Assessment Services by September 18, 2009.

	Test	Grade Level(s)	Coordinator's Information		
			Name	Phone Number w/Ext.	E-mail Address
State-Mandated & Federal Assessments	California English Language Development Test (CEDLT)	K-12			
	California High School Exit Examination (CAHSEE)	10-12			
	FITNESSGRAM (Physical Fitness Test)	5, 7, 9			
	National Assessment of Educational Progress (NAEP)	4, 8, 12			
	Standardized Testing and Reporting (STAR) Program	2-11			
District Assessments	Degrees of Reading Power (DRP) only at schools participating in Striving Readers	7-10			
	End-of-Course Examinations (EOCEs)	6-12			
	Gates-MacGinitie Reading Test (GMRT)	3-10			
	Harcourt Inventory	1-5			
	Literacy Benchmarks	1-8			
	Mathematics Benchmarks	1-12			
	Practice California High School Exit Examination (PCAHSEE)	9			
	Science Benchmarks	3-5			
Writing and Reading Assessment Profile (WRAP)	K-2				

Please return completed form by September 18, 2009 to Donna Havelin, Assessment Services, in Annex 3, Education Center, or fax to (619) 725-7070, or email to dhavelin@sandi.net.