

## 2017-2018 DISTRICT TEST COORDINATOR AND INFORMATION ONLY CONTACT FORM

The Office of Teaching, Learning, and Assessment maintains a current list of District Test Coordinators (DTC); this requires that each district submit this form to designate a DTC each school year. Designated DTCs are sent information regarding assessment and are responsible for disseminating this information to others in their district. The designated DTC will also have access to student level scores and other confidential and secure information. Districts must have an additional person designated to receive weekly updates via e-mail from ODE and be trained to fill in for the DTC in their absence. This additional "information only" person DOES NOT have access to secure data information unless the district requests this access separate from this form.

**SUBMISSION DEADLINE: AUGUST 1, 2017**

**SCHOOL DISTRICT:** \_\_\_\_\_

***DISTRICT TEST COORDINATOR FOR 2017-18:*** \_\_\_\_\_

Mailing: \_\_\_\_\_

Shipping: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Previous Test Coordinator: \_\_\_\_\_

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***INFORMATION ONLY CONTACT:*** \_\_\_\_\_

Mailing: \_\_\_\_\_

Shipping: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SIGNATURE OF SUPERINTENDENT\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*This form will not be processed unless it is signed by the district Superintendent

ODE update by: _____ Date: _____
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