

2025-26 DISTRICT TEST COORDINATOR AND INFORMATION ONLY CONTACT FORM

The Office of Research Accountability Data Assessment Reporting (RADAR) 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 receive 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 are required to have an additional person designated to receive updates via e-mail from ODE and can 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. Districts may have a 2nd Information Only Contact if they choose. The 2nd Information Only Contact is not required and is optional.

SUBMISSION DEADLINE: June 20, 2025

District Test Coordinator: _____

District Test Coordinator Email: _____

Information Only Contact: _____

Information Only Email: _____

2nd Information Only Contact (optional): _____

2nd Information Only Email (optional): _____

SCHOOL DISTRICT: _____

SIGNATURE OF SUPERINTENDENT*: _____

Date: _____

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

ODE update by: _____ Date: _____