

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 21, 2019

To: All School Principals

Subject: DESIGNATION OF TEST SITE COORDINATORS

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

Due Date: August 23, 2019

Reference: None

Action Requested: Complete the online contact form.

Attachments: A. Designation of Test Site Coordinators- Online Contacts Form

Brief Explanation:

Annually principals must designate a Test Site Coordinator for each testing program. This requirement ensures testing timelines, policies, and procedures are met. The Assessment Services Department will use this information to create email distribution lists for each assessment. It is important that the individual responsible for coordinating a specific test at a school site receives **all** information for the administration of that test. Additionally, user accounts for the Test Operations Management System (TOMS) will be established for those who have been designated the CAASPP and/or ELPAC Test Site Coordinator.

Principals must indicate the Test Site Coordinators on the online contact form. The form must be completed by Friday, **August 23, 2019**. To access the form, users will go to the district [Staff Portal](https://www.sandi.net/staff/) (<https://www.sandi.net/staff/>). Then click **Login** at the top of the screen. Users must log in with their district ID and password then proceed to **Departments > Research and Evaluation > Staff- My Responsibilities**. The Test Site Coordinator contacts are towards the top of the screen. See Attachment A for detailed instructions on completing the online form.

If no one is identified as the Test Site Coordinator for any required assessment program, the designation will default to the principal.

If you have any questions regarding the online form please contact Jim Gustafson at jgustafson1@sandi.net . Questions regarding the role of the Test Site Coordinators can be directed to Erin Gordon at egordon@sandi.net .

Erin Gordon
Director
Assessment Services

APPROVED:

A handwritten signature in black ink, appearing to read 'W-R-B' with a stylized flourish at the end.

Wendy Ranck-Buhr
Instructional Support Officer
Office of Leadership and Leadership

EG:bn

Attachment

Distribution: Lists B, D, E and F