



July 17, 2017

To: All Principals

From: Cynthia Sampey
Director of Accountability

Subject: School Test Coordinator/EADMS Coordinator/Access to Secure Materials

School Name _____ Contact number _____

- 1) Identify the School Test Coordinator (STC) for your school. Many of you have a team of individuals who help with state-mandated testing, but at each school there must be **one individual** who is formally designated as the STC and responsible for correspondence. Identify a Backup STC to assist with state-mandated testing.
- 2) State and district test security policy require that we have a record of all individuals at your school site who have access to the "predetermined, secure, locked area" in which test booklets and other secure documents are stored. Access to the secure area should be limited to a few key personnel and access to the setup for online testing through edirect should also be limited to the Principal, STC and their designated Backup.

Complete the information below, sign, and return via fax or pony by Tuesday, **August 8, 2017**. Fax to 225-226-7605.

School Test Coordinator Name _____

School Test Coordinator email _____

School Test Coordinator Signature _____ Date _____

Backup School Test Coordinator Name _____

Backup School Test Coordinator email _____

Backup School Test Coordinator Signature _____ Date _____

ALL persons with access to the secure area _____

Description of Secure Area (be specific) _____

- 3) Identify the Benchmark Assessments/EADMS coordinator and backup who are responsible for distribution, scanning, training, and procedures related to district-level EADMS testing.

EADMS Coordinator Name & email _____

EADMS Coordinator Signature _____ Date _____

EADMS Backup Name & email _____

EADMS Backup Coordinator Signature _____ Date _____

Principal's Signature

Date

Principal's email