

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 8, 2017

To: All School Principals

Subject: DESIGNATION OF TEST SITE COORDINATORS

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

Due Date: September 8, 2017

Reference: None

Action Requested: Complete the online designation form.

Attachments:

- A. Online Contact Form Instructions
- B. Delegating the Task of Completing the Online Contact 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.

Principals must indicate the Test Site Coordinators on the online form. The form must be completed by Friday, **September 8, 2017**. 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 > Data Analysis and Reporting > My Responsibilities > Contacts Form**. The Test Site Coordinator contacts are towards the top of the screen under Assessment Services. See Attachment A for detailed instructions on completing the online form. Principals who want to delegate the task of completing the online form to a staff member may follow the instructions shown on Attachment B.

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:



Jim Solo
Executive Director, Leadership and Learning

Distribution: Lists B, D, E and F