NMAC 6.10.7.8 requires superintendents to designate a District Test Coordinator (DTC). As per NMAC 6.10.7.9, District Test Coordinators are required to attend PED training on test security and administration procedures twice a year. Please complete this form to ensure that PED’s list of DTCs is up-to-date. Districts are permitted to have a secondary DTC, if desired, and may send two staff members to PED training. State charters and BIE schools may only designate one test coordinator. District Charters will need to go through their district to receive permissions requested. The PED will no longer provide permissions to District Charter School Testing Coordinators. PED’s Assessment Bureau is also requesting contact information for technology coordinators. For each designee, please complete every section below and return the signed form via email to [ped.assessment@state.nm.us](mailto:ped.assessment@state.nm.us).

**The Test Coordinator must be a licensed educator.**

|  |  |
| --- | --- |
| **Test Coordinator Contact Information** | |
| Check one: I am the  **PRIMARY** DTC or I am the  **SECONDARY** DTC | |
| Previous DTC (if known): |  |
| Name of the New DTC: |  |
| DTC school phone number: |  |
| DTC email: |  |
| District name and district code: |  |
| BIE or Charter School and school code: |  |
| Mailing Address: |  |
| Shipping Address: |  |
| City: |  |
| Zip Code: |  |
| **Technology Coordinator Contact Information** | |
| Technology Coordinator name: |  |
| Technology Coordinator school phone number: |  |
| Technology Coordinator email: |  |
| **Superintendent/Director Contact Information** | |
| Name: |  |
| Phone: |  |
| Email: |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature MUST be from the Superintendent for all Districts or the Principal/Director for all Charter and BIE Schools.**