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. PED’s Assessment Bureau is also requesting contact information for technology coordinators. 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 Charter Schools will need to coordinate state testing through their district test coordinator. For each designee, please complete every section below and return the signed form via email by August 24 to ped.assessment@state.nm.us.

|  |
| --- |
| **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: |   |
| **The Test Coordinator must be a licensed educator. DTC is a licensed educator.** [ ]  **yes** [ ]  **no** |
| 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.**