



**Purpose of Form:** For superintendents to formally designate, per 6.10.7.7 NMAC, the District Test Coordinator (DTC) and technology coordinator for PED communications, access to secure testing portals, and other official Assessment Bureau business.

**Policies for DTCs:**

- The DTC must be a **licensed educator** and LEAs are permitted to have a secondary DTC per 6.10.7.8 NMAC.
- DTCs must attend all mandatory Assessment Bureau trainings per 6.10.7.9 NMAC.
- District charters will coordinate state testing through their district's test coordinator.

**Procedure for Completing the Form:** Please be sure every section below is complete. Email the signed form to [ped.assessment@state.nm.us](mailto:ped.assessment@state.nm.us). Complete a new form at the beginning of each school year and when a DTC or technology coordinator changes.

Test Coordinator Contact Information		
	Primary DTC	Secondary DTC (if applicable)
Name of DTC:		
Previous DTC (if known):		
DTC is a licensed educator: License Number:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
DTC Phone Number:		
DTC Email:		
District/Charter Name and Code:		
Mailing Address (regular PED mail communication):		
*Shipping Address (where test materials would be shipped):		
City/ZIP Code:		
Technology Coordinator Contact Information		
Technology Coordinator Name:		
Technology Coordinator Phone Number:		
Technology Coordinator Email:		
Financial Officer Contact Information		
Financial Officer Name:		
Financial Officer Phone Number:		
Financial Officer Email:		
Superintendent/Director Contact Information		
Name:		
Phone:		
Email:		
Signature of Superintendent:		Date:

\* DTCs may be able to change test shipping address in vendor portal.

**Signature MUST be from the superintendent for all districts or the principal/director for all state charter schools.**