



2022-23

Superintendent/Director Designation Form for Coordinator and Technology Coordinator

Purpose of form: For superintendents to formally designate, per 6.10.7.7 NMAC, the District Test Coordinator 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. 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 License #:	<input type="checkbox"/> yes <input type="checkbox"/> no License #:
DTC Experience:	<input type="checkbox"/> First-year DTC <input type="checkbox"/> Returning DTC Years as DTC:	<input type="checkbox"/> First-year DTC <input type="checkbox"/> Returning DTC Years as DTC:
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 the test shipping address in the vendor portal.

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