



**Superintendent/Director Designation Form
for Test Coordinators and Technology Coordinator
2023-24**



Purpose of form: per 6.10.7 NMAC, Superintendents/Directors are required to formally designate, the District Test Coordinator and technology coordinator for PED communications, access to secure testing portals, and other official Assessment Bureau business. A new form is required at the beginning of each school year and when a DTC or technology coordinator changes.

Policies for DTCs:

- DTCs must be **licensed educators** per 6.10.7 NMAC; a primary and secondary (back-up) DTC must be identified.
- DTCs must attend all mandatory Assessment Bureau trainings per 6.10.7. NMAC.
- District charters coordinate state testing through their district’s test coordinator.

Procedure for completing the form: Please complete all sections. Email the signed form to ped.assessment@ped.nm.gov.

Test Coordinator Contact Information		
	Primary DTC	Secondary DTC
DTC Name:		
Previous DTC (if known):		
DTC is a licensed educator:	Yes No	Yes No
License Number:	License #:	License #:
DTC Experience:	First-year DTC Returning DTC Years as DTC:	First-year DTC Returning DTC Years as DTC:
DTC Phone Number:		
DTC Email:		
District/Charter Name and Code:	Name:	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:

The Superintendent/Charter Director signature MUST be present.