



June 2008

Dear Charter School Administrator,

Each year, administrators of independent charter schools are required to designate test coordinators for the Standardized Testing and Reporting (STAR) Program from among the employees of the charter school. Accompanying this letter is a form for designating the 2008–09 STAR coordinator.

The person designated as the STAR coordinator will be responsible for handling all components of the STAR Program, including the California Standards Tests (CSTs); the California Modified Assessment (CMA); the California Achievement Tests, Sixth Edition Survey (CAT/6 Survey); the California Alternate Performance Assessment (CAPA); and the Standards-based Tests in Spanish (STS). Responsibilities include:

- Establishing the school's testing schedule
- Ordering all materials
- Attending state workshops for the program
- Training all staff members who will handle test documents and/or administer the tests
- Completing and submitting Pre-ID files (if Pre-ID services are used)
- Receiving all testing materials
- Monitoring the test administration and assisting staff as needed
- Returning all scorable and nonscorable materials at the completion of testing
- Completing and returning all required forms

The STAR coordinator must be employed by the school. The coordinator is required to be available through August 14, 2009, to respond to questions related to student demographic data, test results, and/or the return of testing materials. The STAR coordinator will be able to use the STAR Management System in mid-July to determine the charter school's 2009 testing dates, but only if ETS has received the following forms:

- Charter School Administrator's Designation of STAR Coordinator 2008–09 School Year form
- Charter School STAR Coordinator's signed 2008–09 STAR Test Security Agreement

Complete all information on the form. Incomplete forms will be returned. Type or print clearly in ink.

The final deadline for submitting the charter designation form is **Friday, September 19, 2008**. ETS must receive the designation form and the coordinator's STAR security agreement before 2009 STAR testing dates can be established and materials can be ordered for the charter.

The charter school e-mail addresses provided will be used to update both ETS and California Department of Education (CDE) listservers for the STAR Program. If an

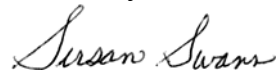
e-mail address changes, please contact ETS and CDE immediately to ensure uninterrupted communication. CDE can be contacted at star@cde.ca.gov or by fax at (916) 319-0969. The ETS STAR Technical Assistance Center (TAC) can be contacted at star@ets.org or by fax at (800) 541-8455.

If the address for test material deliveries is different from the designated coordinator's address, complete the shipping address section. A post office box may not be used for material deliveries.

Mail the completed forms with **original signatures** to ETS at the address at the top of the form, or fax to (800) 541-8455. ETS must receive the forms by **Friday, September 19, 2008**.

Thank you for your attention to this important matter. If you have any questions, please contact the ETS STAR TAC at (800) 955-2954.

Sincerely,



Susan Swann
Director
ETS STAR

Enclosures