



July 2009

Dear Charter School Administrator,

Charter school administrators must annually determine if the charter school will conduct state testing programs dependently (testing with the school's authorizing agency) or independently (testing separately from its authorizing agency). A charter school may conduct a testing program dependently or independently whether or not the charter is direct or locally funded. Section B of the "Charter School Administrator's Designation of STAR Coordinator 2009-10 School Year" form is used to determine if the school or its authorizing agency is responsible for conducting the testing program.

In addition, each year, administrators of **independently** testing charter schools are required to designate test coordinators for the Standardized Testing and Reporting (STAR) Program from among the employees of the charter school. The "Charter School Administrator's Designation" form that accompanies this letter is also used to designate the 2009-10 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 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, and maintaining the security of, 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 13, 2010, 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 late July 2009 to determine the charter school's 2010 testing dates, but only if ETS has received the following forms:

- Charter School Administrator's Designation of STAR Coordinator 2009-10 School Year
- Charter School STAR Coordinator's 2009-10 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 18, 2009**. ETS must receive the designation form and the coordinator's STAR security agreement before 2010 STAR testing dates can be established and materials can be ordered for the charter.

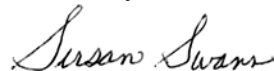
The charter school e-mail addresses provided will be used to update the coordinator list utilized by both ETS and the California Department of Education (CDE). If an e-mail address changes, please contact ETS immediately. The ETS STAR Technical Assistance Center (TAC) can be contacted at star@ets.org 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 of the designation form. 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 them to 800-541-8455. ETS must receive the forms by **Friday, September 18, 2009**.

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

