



June 2008

Dear District Superintendent,

Every year, each district superintendent is required to designate a district test coordinator for the Standardized Testing and Reporting (STAR) Program from among the employees of the school district. Accompanying this letter is a form for designating the 2008–09 district STAR coordinator.

District STAR coordinators can use the STAR Management System in July to determine the district's 2009 testing dates. The prerequisites for this service are that ETS has received the following forms:

- Superintendent's Designation of District STAR Coordinator for the 2008–09 School Year
- District STAR Coordinator's signed 2008–09 STAR Test Security Agreement

We estimate that this service will be available by mid-July 2008. The final deadline for designation of a district STAR coordinator is **Friday, September 19, 2008**. ETS must receive the designation form in order to allow districts to order STAR testing materials.

The person designated as the district 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). The district STAR coordinator is required to be available through August 14, 2009, to respond to questions related to student demographic data and/or the return of testing materials.

Complete all information on each form. Incomplete forms will be returned. Type or print clearly in ink. Mail the completed forms to ETS at the address at the top of the form, or fax it to (800) 541-8455, so they are received prior to the final deadline.

The district STAR coordinator 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 fax to (916) 319-0969. The ETS STAR Technical Assistance Center (TAC) can be contacted at star@ets.org or by fax to (800) 541-8455.

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

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

Sincerely,

A handwritten signature in cursive script that reads "Susan Swann".

Susan Swann
Director
ETS STAR

Enclosures
cc: 2008 District STAR Coordinator

