



ETS STAR Technical Assistance Center

2731 Systron Drive • Concord, CA 94518

STAR@ets.org • (800) 955-2954

July 2011

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 2011–12 district STAR coordinator.

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 Alternate Performance Assessment (CAPA); and the Standards-based Tests in Spanish (STS). The district STAR coordinator is required to be available through August 15, 2012, to respond to questions related to student demographic data and/or the return of testing materials.

District STAR coordinators can use the STAR Management System in late July to determine the district's 2012 testing dates. In order for district STAR coordinators to use this service, ETS must receive the following forms:

- Superintendent's Designation of District STAR Coordinator for the 2011–12 School Year
- District STAR Coordinator's signed 2011–12 STAR Test Security Agreement

The final deadline for designation of a district STAR coordinator is **Friday, September 16, 2011**. ETS must receive the designation form in order to allow districts to order STAR 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 them 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 the coordinator list utilized by both ETS and the California Department of Education (CDE). If an e-mail address changes, please immediately contact ETS. 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 district coordinator's address, complete the shipping address section of the designation form. 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: District STAR Coordinator

