



DISTRICT TEST COORDINATOR CONTACT INFORMATION

2015 – 2016 School Year

This form can be used at any time to keep the Department of Education's contact database for District Test Coordinators (DTCs) updated throughout the 2015-16 school year as changes warrant. This will help us ensure that information and communications are reaching the assigned DTCs throughout the school year.

Completed form should be returned to Samantha Sheppard at samantha.sheppard@sde.ok.gov. (If preferred, information can be submitted without using the form by simply emailing the requested information.)

Should you have any questions, please contact the email address above or call 405.521.3341. Thank you for providing this important information.

District Name:

County District Code:

Name of the District Test Coordinator:

District Test Coordinator's email:

District Test Coordinator's school phone number:

District Test Coordinator's school mailing address:

Street Address:

City:

Zip Code:

If your district has a separate Assessment Technology Coordinator (ATC), please indicate:

Name of the Assessment Technology Coordinator:

Assessment Technology Coordinator's email:

Assessment Technology Coordinator's school phone number:

Address if different than DTC:

Date submitted:

Name of Superintendent approving this information:

Instructions: Complete the form; save document in your files; send email to samantha.sheppard@sde.ok.gov with the file as an attachment.