



## M E M O R A N D U M

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**DATE:** August 2011  
**TO:** District Test Coordinators  
**FROM:** CTB/McGraw-Hill  
**SUBJECT:** MAP Grade-Level Assessments Spring 2011 Reports

Enclosed is your district package of Spring 2011 Missouri Assessment Program (MAP) Grade-Level Assessments reports. The district package consists of the following:

- Cover Letter (this document)
- School Reports – 1 set for each school in your district

Each school set contains one set of Student Score Labels per grade, sorted alphabetically by student, and one set of Individual Student Reports, sorted alphabetically by grade and then student.

### IMPORTANT DATES

DATE	EVENT
8/22/11	REPORTS DELIVERED TO DISTRICTS
8/3/11 – 9/2/11	APPEALS WINDOW Districts must submit their appeals request to DESE by 9/2/11.
11/4/11	APPEALS RESULTS DELIVERED TO DISTRICTS
11/4/11	DEADLINE TO ORDER ADDITIONAL STUDENT REPORTS AND SCORE LABELS An additional set-up fee will apply for requests made after 11/4/11.

### APPEALS

Please go to <http://dese.mo.gov/divimprove/sia/dar/appealsprocedures.html> to download the MAP 2011 Appeals process. The cost of appealing a student's MAP score and investigating a Level Not Determined (LND) is located in the process document.

### MISSING REPORTS

If you believe you have an incomplete shipment of Grade-Level Assessment reports, please contact the Grade-Level Service Line via email at [MAPhelpdesk@ctb.com](mailto:MAPhelpdesk@ctb.com) or by phone at 1-800-544-9868 to request a Missing Reports Fax Form. Please note that the last day to request a report reprint is November 4, 2011. Charges will apply for requests made after November 4, 2011.

### GUIDE TO INTERPRETING RESULTS

Please go to [http://dese.mo.gov/divimprove/assess/grade\\_level\\_resources.html](http://dese.mo.gov/divimprove/assess/grade_level_resources.html) to download the MAP Grade-Level Assessments: 2011 Guide to Interpreting Results. The Guide provides an overview on interpreting results generated from the Grade-Level Assessments.

**PARENT LETTER**

You must include a Parent Letter when distributing the student reports to the parents. Please go to <http://dese.mo.gov/divimprove/assess/> to download the text to assist you in creating the Parent Letter.

**ORDERING ADDITIONAL STUDENT REPORTS AND SCORE LABELS**

If you need a second set of Individual Student Reports, you may photocopy them or you can order an additional set by contacting the Grade-Level Service Line. The Service Line will provide you with the cost of ordering an additional set of reports and/or labels. Please note that the last day to request an additional set of reports is November 4, 2011. An additional set-up fee will apply for requests made after November 4, 2011.

**QUESTIONS**

If you have any questions, please contact the MAP Grade-Level Assessment Customer Service Line at **1-800-544-9868** Monday – Friday between the hours of 7:30 A.M. to 6:30 P.M. Central Time.