



M E M O R A N D U M

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

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

- Cover Letter (this document)
- Student Score Labels – 1 set of labels per school per grade sorted alphabetically by student
- Individual Student Reports – 1 set of reports per student sorted alphabetically by grade and then student for distribution to parents regarding information about how their child performed on the MAP Grade-Level Assessments

APPEALS

The School Test Coordinator (STC) should contact the District Test Coordinator (DTC) directly with requests to appeal a student's Grade-Level score or investigate a Level Not Determined (LND).

MISSING REPORTS

If you believe you have an incomplete shipment of MAP reports, please contact your DTC immediately.

GUIDE TO INTERPRETING RESULTS

Please go to 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 your DTC. **Only DTCs should contact CTB/McGraw-Hill to request additional sets of reports.** 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.