

SPRING 2009 MAP
DISTRICT
TEST COORDINATOR'S PACKET
ADD/SHORT FORM

This form is to be completed by the District Test Coordinator.

DISTRICT:

District Contact: _____

Phone Number: _____

Email Address: _____

PO# for shipping charges if order is placed after April 10, 2009: _____

I AM MISSING MY ENTIRE DISTRICT TEST COORDINATOR'S PACKET.

I AM MISSING THE FOLLOWING PACKET MATERIALS:

QTY	
	Return Shipping Labels – BLUE (Materials to be Scored)
	Return Shipping Labels - WHITE (Unused / DO NOT SCORE Materials)
	Blank Green stock labels (for non-CTB boxes)
	Test Coordinator's Manual

Note: The remaining Test Coordinator Packet materials can be downloaded from the DESE web site (<http://dese.mo.gov/divimprove/assess/map/>), and photocopied as needed:

- Cover Letter
- School Add/Short Form
- Materials Ordering and Inventory Information Flyer
- School/Group List (blank, must be completed manually)
- Test Book Accountability Form
- Missing Test Materials Form
- Student Barcode Label Instruction Sheet
- Test Coordinator's Manual

Please contact the MAP Service Line at 1-800-544-9868 with any questions, or to order Test Materials and Shipping Boxes.

Fax this form, together with the Add/Short forms received from your schools to:
MAP 2009 ADD/SHORTS: 866-405-4086