



February 2009

Dear School Test Coordinator:

Enclosed is your Test Coordinator's Packet of informational materials for the Spring 2009 Missouri Assessment Program—Communication Arts, Mathematics and Science (Required Assessments). Please take time to carefully read the Test Coordinator's Manual and all enclosed materials. Please reference page 2 of the Test Coordinator's Manual for a summary of MAP changes for 2009.

Test books and Examiner's Manuals will be shipped separately to the district's shipping address. Your district will receive the test materials beginning March 9 and concluding by March 13, 2009. This year's testing window is March 30 – April 24, 2009.

Please check the materials in your Test Coordinator's Packet against the packing list. If you are missing materials or require additional materials please fill out the enclosed Add/Short Form and fax the form to your District Test Coordinator for processing. **Only the District Test Coordinator should contact CTB/McGraw-Hill to request additional testing materials.**

#### IMPORTANT NOTICE

The test books are secure materials. Please make arrangements for securing the test books while they are in your possession – **you must be able to account for 100% return of the test books to CTB/McGraw-Hill when testing is complete.**

#### School Enclosures:

- 1 – School Packing List
- 1 – School Cover Letter
- 1 – Add/Short Form—School
- 1 – School/Group List (SGL)
- Set Group Information Sheets (GISs)
- Set Blank Green Stock Labels (for non-CTB boxes)
- Set Return Shipping Labels, To-Be-Scored Materials—Blue
- Set Return Shipping Labels, Unused/Do Not Score—White
- 2 – Test Coordinator's Manuals
- 1 – Student Barcode Label Instruction Sheet
- 1 – Student Pre-code Roster
- Set Blank Barcode Label Stock
- Set Student Barcode Labels