

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

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

**Please submit this form to your District Test Coordinator no later than April 9, 2009 to avoid your district incurring shipping charges.**

<b>DISTRICT:</b>
<b>SCHOOL:</b>

**School Contact:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**I AM MISSING MY ENTIRE SCHOOL TEST COORDINATOR'S PACKET.**

**I AM MISSING THE FOLLOWING PACKET MATERIALS:**

QTY	
	<b>School/Group List (precoded with district and school codes)</b>
	<b>Group Information Sheet (precoded purple scannable sheet)</b>
	<b>Return Shipping Labels – BLUE (Materials to be Scored)</b>
	<b>Return Shipping Labels - WHITE (Unused / DO NOT SCORE Materials)</b>
	<b>Blank Green stock labels (for non-CTB boxes)</b>
	<b>Test Coordinator's Manual</b>

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/Group List (blank, must be completed manually)
- Student Barcode Label Instruction Sheet
- Test Coordinator's Manual