



MEMORANDUM

TO: District Test Coordinators
FROM: Data Recognition Corporation (DRC) MAP Service Line
DATE: February 27, 2017
SUBJECT: Spring 2017 MAP Grade-Level Summative Assessments – Updating Testing Windows Reminder

Dear District Test Coordinator,

This memo serves as a reminder that the window for updating assessment test windows will be open today through March 31, 2017. During this time, DTCs may contact the MAP Service Line to update assessment test window begin and end dates. After March 31st, DTCs will need to obtain DESE approval in order to change test window dates. Requests to close a test window early will not be allowed after March 31st; only test window extensions will be allowed with DESE approval.

Questions

For questions about the test administration or other technical information, please contact:	For questions or information regarding MAP policy and testing procedures, please contact:
MAP Service Line Phone: 1-800-544-9868 Email: MAPHelpdesk@datarecognitioncorp.com	Missouri Department of Elementary and Secondary Education Assessment Section Phone: 573-751-3545 Email: assessment@dese.mo.gov Website: http://dese.mo.gov/college-career-readiness/assessment