

The superintendent's signature is required and must be submitted from the superintendent's email account.
Completed copies of this form should be emailed to assessment@la.gov.

Please include "Contact Update" in the subject line. If you have any questions please contact patricia.newman@la.gov

District/LEA Information

District/LEA Code: _____

District/LEA Name: _____

Secure Shipping Address: _____
(For Delivery of Secure Materials)

Contact Information

Name: _____

Office Phone: _____ Mobile Phone: _____
(optional)

Valid Email Address: _____

As indicated in [Bulletin 118](#); §5319, personal email addresses (Hotmail, Google, Yahoo, etc.) will not be accepted.

Current Position (select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> District Test Coordinator (DTC) | <input type="checkbox"/> Backup DTC |
| <input type="checkbox"/> Accountability Contact | <input type="checkbox"/> Backup Accountability Contact |

District Test Coordinators are responsible for ensuring that state assessments are administered in accordance with [Bulletin 118](#) – *Statewide Assessment Standards and Practices*. The specific duties and responsibilities of the District Test Coordinator are addressed in [Bulletin 118](#); §5501

District Accountability Contacts should have thorough knowledge of [Bulletin 111](#) – *The Louisiana School, District, and State Accountability System*.

Print Superintendent Name

Superintendent Signature

Date