



FROM: Paul Hoagland, ETS, Project Director

DATE: June 21, 2010

TO: Select School District Superintendents, County Office of Superintendents and Charter School Administrators

SUBJECT: CAHSEE Coordinator Designation

In accordance with *California Code of Regulations*, Title 5, Section 1209, each Superintendent of a Local Educational Agency (LEA) is annually required to designate the individual who will be the LEA's California High School Exit Examination (CAHSEE) testing coordinator for the coming school year and to provide ETS with contact information for that individual. The assigned CAHSEE coordinator is responsible for the administration of the CAHSEE and is your LEA's primary liaison with ETS and the California Department of Education (CDE) CAHSEE Office with regard to CAHSEE issues.

Enclosed is a form that has been pre-populated with the information currently on file for your LEA. Please verify this information and update it where necessary; then sign the form and return it (mail, fax or e-mail) to ETS no later than July 2, 2010. It is important this information is correct to ensure accurate delivery of test materials and so that we may provide your coordinator with important CAHSEE information and updates throughout the year. District coordinator contact information is shared with the CDE monthly.

We strongly encourage your district coordinator to view the annual CAHSEE training DVD, as well as the two district coordinator training Web casts. This training DVD and Web casts will provide a better understanding of how the CAHSEE program works and clarify questions that may have been encountered. ETS will notify each coordinator of the two Web cast trainings provided for the 2010 - 11 school year.

Please return the designation form and the Test Security Agreement to:

ETS, CAHSEE Support
2731 Systron Drive,
Concord, CA 94518
925-808-2156 – Fax
cahsee-support@ets.org

Thank you for your attention to this important matter. If you have any questions, please contact the ETS CAHSEE Support Team at 800-241-5687.