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Educational Testing Service
CAHSEE Support Center
2731 Systron Drive
Concord, CA 94518
800-241-5687
CAHSEE-Support@ets.org

FROM: Mao Vang, ETS, CAHSEE Project Manager
DATE: May 6, 2009
TO: School District Superintendents, County Office of Education
Superintendents
SUBJ: 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 Exam (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 May 22, 2009. It is important this information is correct to assure 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 attend one of the state-wide district coordinator workshops ETS and the California Department of Education sponsor. These workshops are especially useful to new coordinators who have had limited experience managing the CAHSEE. This workshop will provide a better understanding of how the CAHSEE program works, clarify questions that may have been encountered, and offer the latest update in regulation changes. ETS will send each coordinator a schedule of workshops, including two that will be offered via a Web cast.

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.