

TO: Public School Superintendents, State Charter School Directors, BIE Administrators, and State Supported School Administrators

FROM: Dr. Pete Goldschmidt, Director, Assessment & Accountability

RE: SOAP Managers Authorization

The Public Education Department (PED) requires yearly verification that the **Student Online Assessment Prep (SOAP)** manager who is authorized by you to access secure data and reports for your institution remains up-to-date. Please authorize one SOAP Manager (SM) for your District, BIE, State, or Charter School. This person will be responsible for receiving email updates, managing the user list for SOAP utilities, and removing exited or unauthorized users. Typically the SM is the superintendent, STARS coordinator, test coordinator, data clerk, or other official with knowledge of data systems and confidentiality requirements.

SOAP users are authorized to access confidential student data, retrieve embargoed reports, and transmit sensitive documents such as medical exemption waivers, so it is imperative that the user list be kept current. Because each SOAP system is utilized by different users, the manager will need to verify each list individually. Current systems are:

- SOAP SBA/School Grading (State Base Assessments)
- SOAP HSGA (High School Graduation Assessment)
- SOAP NMAPA (Alternate Placement Assessment)
- SOAP Access ELL (Access English Language Learners)
- SOAP High School Cohort (data for the 4-year and 5-year graduation rates)
- SOAP NMHSCE (High School Comprehensive Exam)
- SOAP CCR (College and Career Readiness)

Please authorize the SOAP Manager (SM) for your district or school. The attached form must be signed by the district superintendant or school principal (BIE and charter schools). Please fill out the form electronically, sign, then fax (505-827-6689) OR scan and e-mail to Judith Harmon (Judith.harmon@state.nm.us). Please, only one form and one SOAP manager for each district.

Cc: SOAP Managers and Users
District Test Coordinators
STARS Coordinators