



FROM: James Pisano Ph.D, ETS CAHSEE Director

DATE: June 12, 2014

TO: Select Local Educational Agency (LEA) Superintendents, County Office of Education 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) High School and Physical Fitness Office with regard to CAHSEE issues.

Please complete the information on the enclosed designation form. Sign the form and return it (mail, fax, or e-mail) to ETS no later than July 1, 2014. This information must be correct to ensure accurate delivery of test materials and to allow us to 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 LEA coordinator to view the annual CAHSEE training DVD, as well as the CAHSEE coordinator training Web cast held in September. This training DVD and Web cast 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 Web cast training provided in the 2014–15 school year.

Please return the enclosed designation form and the Test Security Agreement form 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 by phone at 800-241-5687.

Enclosures