



THE SCHOOL DISTRICT  
OF PALM BEACH COUNTY, FLORIDA

**MARC BARON, Ph.D.**  
CHIEF OF PERFORMANCE ACCOUNTABILITY

**JEFFREY J. HERNANDEZ**  
CHIEF ACADEMIC OFFICER

**BILL THOMPSON, DIRECTOR**  
Department of Assessment  
3300 Forest Hill Boulevard, Suite B-202  
West Palm Beach, FL 33406-5871  
Phone (561) 434-8850 Fax (561) 434-8903  
<http://www.palmbeach.k12.fl.us/drea/>

July 14, 2009  
BULLETIN #P-13197-PA/A

**Contact Person:**

Cherie Boone  
Phone 434-8855/PX 48855

Action by:  
August 6, 2009

**TO:** All Principals

**FROM:** Jeffrey J. Hernandez, Chief Academic Officer 

**SUBJECT: DESIGNATION OF TEST COORDINATOR**

Please identify one person who will be the test coordinator at your school for FY10. Even if that person delegates responsibilities for the various testing programs to other persons within the school, this individual will serve as your contact person for all testing programs. Contacting a single person in each school will allow personnel in the Department of Assessment to provide clear communication to schools.

Please submit the name of the school test coordinator by completing the online form which is available on the Department of Assessment's website:  
[http://www.palmbeach.k12.fl.us/drea/documents/order\\_forms/test\\_coordinator.htm](http://www.palmbeach.k12.fl.us/drea/documents/order_forms/test_coordinator.htm).

If you experience difficulty with the online form, contact Vanessa Ferrell at 434-8355/PX48355 for assistance. Please submit this information by **August 6, 2009**. If your school's test coordinator changes during the school year, please notify the Department of Assessment using this online form. Thank you for your cooperation.

ACJ/AK/JJH/MB/BT/CB:vf

Reviewed:   
Ann Killets, Chief of Staff

Approved:   
Arthur C. Johnson, Ph.D., Superintendent

L:\BULLETIN\FY10\PA 13197 PA A 2010 Test Coordinator bulletin.doc

Palm Beach County Schools - Rated "A" by the Florida Department of Education - 2005 - 2008  
[www.palmbeach.k12.fl.us](http://www.palmbeach.k12.fl.us)

THE SCHOOL DISTRICT OF PALM BEACH COUNTY IS AN EQUAL EDUCATION OPPORTUNITY PROVIDER AND EMPLOYER