

THE SCHOOL DISTRICT  
OF PALM BEACH COUNTY, FLORIDA

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CHIEF

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CHIEF ACADEMIC OFFICER

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July 27, 2011  
Bulletin #P-13894-CAO/PA/A

Contact Person:  
Cherie Boone  
434-8855/PX 48855

TO: All Principals

FROM: Judith Klinek, Chief Academic Officer 


SUBJECT: **DESIGNATION OF TEST COORDINATOR DUE BY NOON,  
AUGUST 10, 2011**

Please identify one person who will be the test coordinator for your school during the FY12 school year. The test coordinator may delegate responsibilities for the various testing programs to others within the school, but will serve as the contact person for all testing programs. A single contact will allow the personnel in the Department of Research, Evaluation and Assessment the ability to provide clear communication to schools.

Submit the name of your school's test coordinator by completing the online form available on the Assessment website:  
[www.palmbeachschools.org/assessment/](http://www.palmbeachschools.org/assessment/). If you experience difficulty with the online form, contact Vanessa Ferrell at 434-8355 or PX48355 for assistance.

Please submit this information by noon on **August 10, 2011**. If your school's test coordinator changes during the school year, notify the Department of Research, Evaluation and Assessment using the online form. Thank you for your cooperation.

WFM/JK/MB/MH/CB/vf

Approved:   
William F. Malone, Superintendent

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