

From: Gaffney-Dilley, Debra DPI [mailto:Debra.Gaffney-Dilley@dpi.wi.gov]
Sent: Thursday, January 15, 2015 10:13 AM
To: DACs
Subject: DAC Contact information verification for BADGER EXAM Testing System

District Administrators:

District Assessment Coordinators (DACs) will be entered into the Test Operations Management System (TOMS) on January 26, 2015, from the DAC list which is available in the Department of Public Instruction (DPI) webpage at: <http://oea.dpi.wi.gov/assessment/dacupdate>. DACs will receive their welcome e-mail by January 30, 2015. DACs are then responsible for adding additional users at the school level. DACs can work with their Technology Coordinators and School Assessment Coordinators (SACs) to ensure that their student demographic information is accurate and include the accessibility features as appropriate prior to students taking the test. It is very important that we have accurate information for the DACs as this is the first step in this process.

- Please check if your DAC information is accurate at: <http://oea.dpi.wi.gov/assessment/dacupdate>. If the DAC information needs to be updated please complete PI-1274 DAC Update Form at: <http://oea.dpi.wi.gov/assessment/dacupdate>.
- Send the completed, signed form to Debbie Gaffney-Dilley via email to debra.gaffney-dilley@dpi.wi.gov or fax the completed form to 608-266-8770.

Thank you for your attention to this matter. If you have any questions regarding the DAC Update, please contact Debbie at 608-267-1072.

c: District Assessment Coordinators

Troy Couillard, Director
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