MEMORANDUM

TO: District Test Coordinators (DTCs)
FROM: Data Recognition Corporation (DRC) Missouri Assessment Program (MAP) Service Line
DATE: January 29, 2019
SUBJECT: Spring 2019 MAP Grade-Level Summative Assessments Enrollments Window Deadline, 2/1

Dear District Test Coordinator,

This is a friendly reminder to complete the enrollments process by 2/1 by doing the following:

1. Provide your MAP Spring 2019 Grade-Level Assessments testing windows.
2. Order your MAP Spring 2019 Grade-Level Assessments Large Print and Braille testing materials.
3. Provide your MAP Spring 2019 Grade-Level Assessments Purchase Order (PO) number.

These are to be completed on eDIRECT under All Applications>Materials>Enrollments.

If you have already submitted this information, thank you very much. If you have not, please do so by Friday, 2/1/19. Please reference the eDIRECT User Management User Guide beginning on page 37 for instructions on how to complete Enrollments. Remember to provide a PO number in eDIRECT and upload your PO to eDIRECT following the instructions on page 40 of the eDIRECT User Management User Guide. The following address should be included on purchase orders:

ATTN: Accounting Department
Data Recognition Corporation
13490 Bass Lake Road
Maple Grove, MN 55311

NOTE: A PO number is required to administer and bill for the assessments. Contact your administration office for guidance on obtaining a PO number.

If you need your login information or assistance with eDIRECT, please contact the MAP Service Line at 1-800-544-9868.

Questions

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<thead>
<tr>
<th>For questions about the test administration or other technical information, please contact:</th>
<th>For questions or information regarding MAP policy and testing procedures, please contact:</th>
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<tbody>
<tr>
<td>DRC MAP Service Line</td>
<td>Missouri Department of Elementary and Secondary Education, Assessment Section</td>
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<tr>
<td>Phone: 1-800-544-9868</td>
<td>Phone: 573-751-3545</td>
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<td>Email: <a href="mailto:maphelpdesk@datarecognitioncorp.com">maphelpdesk@datarecognitioncorp.com</a></td>
<td>Email: <a href="mailto:assessment@dese.mo.gov">assessment@dese.mo.gov</a></td>
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