

Notification Change Form: District Data Coordinator, other Contacts, Test Scoring Information.

This form is used for multiple purposes. Use it to advise WNYRIC of changes with the District Data Coordinator (DDC)/CIO role for your organization, either the appointment of a new DDC or a change with the current DDC's information. For a description of the DDC role, please refer to Chapter 2 of NYSED's [SIRS manual](#). This form is also used to designate additional contacts to be copied on DDC communications and to update Test Scoring shipping information.

Instructions: Please complete the form on-line, print it, and have it signed by an individual with expenditure authority for your organization. Scan the signed completed form and e-mail to Mary Ellen Dingwall c/o dataview@e1b.org. Please indicate Notification Change Form in the subject line. Alternatively, fax the form to Mary Ellen Dingwall at 716-821-7432.

District Data Coordinator:

Effective Date: _____ Official Title: _____

District/School: _____

DDC Name: _____

E-Mail Address _____

Telephone #: _____ Ext: _____ Cell phone (optional): _____

Fax: _____

Note: To update NYSED DDC/CIO records, please refer to <http://www.oms.nysed.gov/sedref/home.html>

Additional Communication Contact: Please list the name and e-mail address for at least one additional contact person to be copied on all DDC communications.

Name: _____ E-mail address _____

Test Scoring Information:

Indicate the complete shipping address for delivery of assessment answer sheets below. All answer sheets will be delivered to the attention of the DDC named above.

Shipping Address: _____

* Erie 2 Schools only: Indicate shipping preference: _____ Courier Shelf
_____ FedEx/US Postal Service

Student Management System: Please identify the Student Management System (SMS) used for grades K-8 (Ex. PowerSchool, eSchool, etc.). _____.

If a different SMS is used for grades 9-12, please provide the SMS name. _____

Authorized Signature _____