

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 8, 2016

To: All School Principals

Subject: DESIGNATION OF TEST SITE COORDINATORS AND SCHOOL SITE WELLNESS LEAD

Department and/or Principals, Test Site Coordinators, and School Site Wellness Leads

Persons Concerned:

Due Date: September 12, 2016

Reference: None

Action Requested: Complete the online designation form.

Brief Explanation:

Annually principals are required to designate key contacts and/or coordinators for various programs and departments. This year the Assessment Services Department and the Nursing and Wellness Program have combined the annual designation required by both departments on one online form.

Principals must designate a Test Site Coordinator for each testing program. This requirement ensures testing timelines, policies, and procedures are met. The Assessment Services Department will use this information to create email distribution lists for each assessment. It is important that the individual responsible for coordinating a specific test at a school site receives **all** information for the administration of that test.

In addition to the Test Site Coordinator, principals are responsible for designating a School Site Wellness Lead. The School Site Wellness Lead will work with site leadership, staff, and community members to develop a School Site Wellness Council (SSWC). The SSWC will identify student and staff health needs, determine health and wellness priorities for their school-community, then work to make those goals reality. The SSWC will meet regularly, report activities and progress toward goals at their designated meeting, and annually to the District Coordinated School Health Council.

Principals or their designees must indicate the Test Site Coordinators and School Site Wellness Lead information on the online form at <http://goo.gl/forms/SANqr5wLCY35BLPT2>. The form must be completed by Monday, September 12, 2016.

Please note that if a test does not apply at a school (e.g. Honors End of Course Exams at elementary sites), “N/A” must be entered. **If no one is identified as the Test Site Coordinator for any required assessment program or School Site Wellness Lead, the designation will default to the principal.**

If you have any questions regarding the online form please contact Amal Morcos at amorcos@sandi.net. Specific questions regarding the role of the School Site Wellness Lead can be directed to Michelle Bell at mbell@sandi.net. Questions regarding the role of the Test Site Coordinators can be directed to Erin Gordon at egordon@sandi.net.

Erin Gordon
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APPROVED:



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Distribution: Lists B, D, E and F