CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

July 31, 2017

MEMORANDUM

TO: District Superintendents, Charter School Administrators, K–3 Plus Coordinators, and
STARS Coordinators

FROM: Michael Miller, Literacy Bureau Director

RE: Istation K-3 Reading Assessment 2017-2018

In the 2017-2018 school year, Istation will continue to be used for grades K–2 to measure growth within the foundational skills of Literacy. This assessment is funded by the Public Education Department.

It is the responsibility of the district or charter school to provide supports to their schools and ensure that teachers participate in training to ensure full implementation of Istation. STARS Coordinator(s) and/or Technology Coordinator (s) will have essential roles in supporting the process of uploading student and teacher information.

Please note that teachers will only be able to access the online training when student and teacher information has been uploaded to the Istation system.

Per 6.69.8.8 NMAC, each district and charter is required to use valid and reliable measures of student achievement growth approved by the Public Education Department.   Istation will serve as the state's only approved statewide assessment for grades K–2 for purposes of NMTEACH.

Student Rostering and Imports
The STARS Coordinator or any district personnel with a manager account in Istation will have an essential role in supporting the process of uploading student and teacher information.

For those districts that participated in K-3 Plus, it is recommended that they wait until the end of the K-3 Plus program to roster students if students in K-3 Plus will be attending a different campus during the regular school year. This will move the student to the new campus updating their login username and interfering with the conclusion of the K-3 Plus program. Non-K3 Plus districts should verify that roster imports are configured for the 2017/2018 school year and rostering can begin anytime.

Istation support will be available for any assistance and can be reached at 1-866-883-7223 or at support@istation.com.

In the event that a primary District Contact needs to be added or changed, Istation Support can assist with this process. A current District Level Contact or Manager will need to complete the following:
1. Send an email request to support@istation.com specifying that you would like to have a new district user added in.
2. Provide the new user's full name, email address, and role to ensure the account is properly created.
3. Once the account has been created, Istation Support will notify both the requester and the new account owner.

If you are unsure who the current Contacts or Managers are for you District, please contact Istation Support at either support@istation.com or 866-883-7323 option 2 for assistance. When uploading student and teacher information, please ensure that correct district, school, teacher, and student IDs are included. A technical assistance webinar on the process for importing student information has been posted at www.istation.com/newmexico

Istation 2017–2018 Assessment Calendar for ISIP TM ER and ISIP TM Español
- Beginning of Year Assessment: September 1- 30, 2017
- Monthly Progress Monitoring for students scoring at ISIP TM Tier 2 or Tier 3
- Middle of Year Assessment: January 1–31, 2018
- Monthly Progress Monitoring for students scoring at ISIP TM Tier 2 or Tier 3
- End of Year Assessment: May 1–May 31, 2018

Please contact Michael Miller, Literacy Director, with questions at michael.miller2@state.nm.us or at 505-827-6567.

CR/DM/mm

CC: Christopher N. Ruszkowski, Secretary of Education
    Matthew Montano, Deputy Secretary, Teaching and Learning
    Debbie Montoya, Director of School Achievement and School Turnaround
    Richard Trujillo, IT Project Manager
    Severo Martinez, Priority Schools Bureau, Istation Contact