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July 28, 2016

MEMORANDUM

TO: STARS Coordinators, and Technology Coordinators
FROM: Melinda Webster, Literacy Director
RE: ISTATION STUDENT AND TEACHER INFORMATION UPLOAD

As the district or charter school prepares for the implementation of Istation in grades K–3, the first step is for the Istation primary district or charter school contact to register the district or charter school at www.istation.com/NewMexico.

Once the district or charter school is registered, the next step requires the STARS Coordinator to upload student and teacher information into Istation. The Istation website provides step by step directions for uploading the information. There are also webinar opportunities and a recorded webinar providing further information for STARS and Technology Coordinators posted at www.istation.com/NewMexico.

Please note that teachers will only be able to access the online training once student and teacher information has been uploaded to the Istation system. It is imperative to upload the information to Istation as soon as possible so that teachers have access to the online training resources.

Please contact Melinda Webster, Literacy Program Director, with questions at melinda.webster@state.nm.us or at 505-827-6567.

CR/DM/mw