



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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DR. SUSANNA M. MURPHY
SECRETARY OF EDUCATION

BILL RICHARDSON
Governor

2010/2011 School Year - Soap Managers

RE: Soap Manager Authorization

PED requires yearly verification that the **Student Online Assessment Prep (SOAP)** manager who is authorized by you to access secure data and reports for your institution remains up-to-date. Please authorize one SOAP Manager (SM) for your District, BIE, State, or Charter School. This person will be responsible for receiving email updates, managing the user list for SOAP utilities, and removing exited or unauthorized users. Typically the SM is the superintendent, STARS coordinator, test coordinator, data clerk, or other official with knowledge of data systems and confidentiality requirements.

All of your district or school's SOAP users are authorized to access confidential student data, retrieve embargoed reports, and transmit sensitive documents such as medical exemption waivers, so it is imperative that the user list be kept current. Because each SOAP system is utilized by different users, the manager will need to verify each list individually. Current systems are:

- SOAP SBA (Regular Assessment)
- SOAP NMAPA (Alternate Assessment)
- SOAP Access for ELLs (formerly the NMELPA)
- SOAP GradCohort (data for the 4-year and 5-year graduation rates)
- SOAP HSCE (High School Comprehensive Exam)

Please authorize the SOAP Manager (SM) for your district or school. This form must be signed by the district superintendent or school principal (BIE and charter schools). Fax or e-mail the form to Jon Woodland jon.woodland@state.nm.us
Please, only one form and one SOAP administrator for each district.
The fax number is (505) 827-6689.

Authorized SOAP Manager (SM)

SM Name: (Please Print)	
SM Work Phone: (Please Print)	
SM Email: (Please Print)	
District Code:	District/School: (Please Print)
Authorizing Superintendent / Principal Name: (Please Print)	
Authorizing Superintendent / Principal Signature:	Date: