



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

TO: LEA and ISD Superintendents, Assessment Coordinators,
Directors and Authorizers of Public School Academies

FROM: Jeremy M. Hughes, Ph.D.
Deputy Superintendent/Chief Academic Officer

DATE: October 5, 2005

SUBJ: MEAP ASSESSMENT MATERIALS

Numerous schools and districts have contacted us, reporting shortage of assessment materials, misdirected shipments of materials, etc. This is regrettable and a cause of great concern to all of us.

We have sent staff to the headquarters of Pearson Educational Measurement in Iowa City to help sort through the problem and develop solutions as quickly as possible.

In the meantime:

- If you have experienced a problem with assessment materials, please contact Pearson immediately and order whatever materials are needed. Pearson's fax number is: 319-358-4293. Pearson's email address is: meap@pearson.com.
- If you contact Pearson by fax, please also fax a copy to our assessment office at: 517-335-1186. If you contact Pearson by email, please copy that email to: meap@michigan.gov and use as the subject line: **Pearson Problem**. We are urging direct contact with Pearson but copying us will enable us to monitor the contractor's performance.
- If you have not yet opened your boxes of assessment materials, please do so immediately and determine if you have been sent a sufficient number of materials. If you have not, follow the procedures listed above.

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