



Registration Instructions: District

Important Information

Carefully check the list to make sure that your district is not already registered. If your school district name appears on the list for your city DO NOT REGISTER AGAIN. Contact the Data Manager, whose name is listed to the right of the school district name for login information. If this individual is no longer associated with your school, contact T.E.S.T., Inc. at 1.888.401.6950.

When registering your school district, be sure to use the LEA Title so it is easily identified by others who will access your TAGLIT data. Using your LEA name also ensures that it is not mistaken by others who have districts with similar names. (i.e. Hamilton City School District #3 vs. Hamilton Schools)

Registration Information

1. Click on the "Register" button found at www.testkids.com/taglit
2. You must certify that you are authorized to register a district into TAGLIT.
3. Select your state from the drop-down list
 - If your state is not listed, click, "My State is not Listed" and skip to step 5
4. Select your city from the drop-down list
 - If your city is not listed, click "My City is not Listed" and skip to step 5.
5. Complete the registration forms for both the school district and the Data Manager. Note: The school district name, street address, city, state, postal code, country, telephone and fax numbers are required in order to successfully register the school district. The first and last name, title, telephone number and Email address are required to successfully register the data manager.
6. Click "Submit."