

PRINT AND SECURELY TAPE TO THE SIDE OF THE BOX(ES)

# SWR

## STUDENT WORK RECORDS

**DO NOT PACK TEST BOOKS IN THIS BOX!**

**TEST CYCLE:**

FALL

SPRING

FALL/WINTER

WINTER

SUMMER

**YEAR:**

**SCHOOL NUMBER:**

**SCHOOL NAME:**

**BOX #** \_\_\_\_\_ **OF** \_\_\_\_\_

FOLD

*This label is to be used for boxes containing the following USED documents ONLY:*

- PLANNING SHEETS
- LARGE PRINT PLANNING SHEETS
- CBT WORK FOLDERS
- CBT WORKSHEETS
- REFERENCE SHEETS
- PERIODIC TABLE OF ELEMENTS

UNUSED documents (listed above), as well as student test tickets and manuals, should remain in secure storage until securely destroyed.

***DO NOT pack Administrative Records in this box.** All Administrative Records (e.g. seating charts, security logs, school procedural checklist, test materials chain of custody etc.) must be packed in the AR box for processing and storage at TDC.*

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