

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

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Pack ORIGINAL Administrative Records:

- **Test Materials Chain of Custody Form** (for PBT accommodations)
 - **School Procedural Checklist (FM-6927)** (One per administration)
 - **Accounting for ALL Test Books** (TDC webpage)
 - **Test Administration and Security Agreements and Test Administrator Prohibited Activities Agreements** for all Test Administrators and Test Chairperson
 - **Administration Record/Security Checklist** or school-designed roster
 - **Security Logs**
 - **Seating Charts**
 - **Advanced Session Rosters** (NGSSS CBT tests)
 - **Seal Codes** (FCAT 2.0 Retake CBT Only)
- Separate by assessment and organize by document type. Complete and place an ADMINISTRATIVE COVER SHEET (TDC webpage) for each assessment bundle.*

USE THIS LABEL FOR THE BOX(ES) CONTAINING ORIGINAL ADMINISTRATIVE RECORDS FOR ALL ASSESSMENTS.

All other materials (e.g. used & unused: planning sheets, worksheets, work folders, reference sheets, etc.) must be packed separately.

DAC-AR

ADMINISTRATIVE RECORDS

DO NOT PACK TEST BOOKS IN THIS BOX!

TEST CYCLE:

FALL	SPRING
WINTER	SUMMER

YEAR:

School Number:

School Name:

BOX # _____ **OF** _____

FOLD