

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

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.*

# DAC-AR

## ADMINISTRATIVE RECORDS

# 17SP

School Number:

School Name:

**USE THIS LABEL FOR THE BOX(ES) CONTAINING ORIGINAL ADMINISTRATIVE RECORDS FOR ALL 2017 SPRING ASSESSMENTS.**

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

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

FOLD

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

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