

PRINT AND SECURELY TAPE TO THE ENVELOPE

FSAA DAC-AR

Pack only ORIGINAL Administrative Records:

- ORIGINAL Booklet Security Checklist(s)
- ORIGINAL School Procedural Checklist
- ORIGINAL Test Materials Chain of Custody Form(s)
- ORIGINAL Test Administration and Security Agreements
- ORIGINAL Test Administrator Prohibited Activities Agreements
- Copy of Test Materials Count Form

If applicable:

- Writing Prompt 2 student templates
- Student outlines and vocabulary materials

Retain copies of all documents for your records.

FOLD

YEAR:

School Number:

School Name:

PRINT AND SECURELY TAPE TO THE ENVELOPE