# MIAMI-DADE COUNTY PUBLIC SCHOOLS
## SPRING 2014 FCAT 2.0 WRITING
## ACCOUNTING FOR ALL SECURE DOCUMENTS

School Name: _____

School Number: _____

**This form was designed to help schools keep track of all Writing Folders with <u>security numbers</u>. Please complete the following steps on the attached table.**

1. Enter the number of Writing Folders reported to the Assessment Department as being missing, lost, or destroyed, if applicable.
2. Enter the number of Writing Folders returned in the TO BE SCORED shipment.
3. Enter the number of Writing Folders returned in the NOT TO BE SCORED shipment.
4. Enter the sum of columns 1 through 3.
5. Enter the total number of Writing Folders indicated on packing lists, (including additional orders).
6. Indicate with your initials if the number of Writing Folders entered in columns 4 and 5 agree.

| | | 1 + | 2 + | 3 + | 4 = | 5 | 6 <u>Verification</u> |
|---|---|---|---|---|---|---|---|
| Grade Level | Item Description | # Reported missing, lost, or destroyed | # Returned in the TO BE SCORED shipment | # Returned in the NOT TO BE SCORED shipment | Sum of columns 1 through 3 | Total indicated on packing lists (include additional orders) | Initial here to indicate that columns 4 and 5 agree |
| 4 | Writing Folder | | | | | | |
| 8 | Writing Folder | | | | | | |
| 10 | Writing Folder | | | | | | |

*Place this completed original form in the District Assessment Coordinator Only box. Retain a copy for you records.*

_____     _____
Name of person completing form (Print)                    Title


_____     _____
Signature                                                             Date