

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
 SPRING 2015 FSA ELA WRITING  
 ACCOUNTING FOR ALL SECURE DOCUMENTS**

School Name: \_\_\_\_\_  
 School Number: \_\_\_\_\_

**This form was designed to help schools keep track of all ELA Writing Test/Answer Books with security numbers. Please complete the following steps on the attached table.**

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

		<b>1 +</b>	<b>2 +</b>	<b>3 +</b>	<b>4 =</b>	<b>5</b>	<b>6 <u>Verification</u></b>
<b>Grade Level</b>	<b>Item Description</b>	<b># Reported missing, lost, or destroyed</b>	<b># Returned in the TO BE SCORED shipment</b>	<b># Returned in the NOT TO BE SCORED shipment</b>	<b>Sum of columns 1 through 3</b>	<b>Total indicated on packing lists (include additional orders)</b>	<b>Initial here to indicate that columns 4 and 5 agree</b>
<b>4</b>	Writing Test / Answer Book						
<b>5</b>	Writing Test / Answer Book						
<b>6</b>	Writing Test / Answer Book						
<b>7</b>	Writing Test / Answer Book						
<b>8</b>	Writing Test / Answer Book (Paper-Based Accommodations Only)						
<b>9</b>	Writing Test / Answer Book (Paper-Based Accommodations Only)						
<b>10</b>	Writing Test / Answer Book (Paper-Based Accommodations Only)						
<b>11</b>	Writing Test / Answer Book (Paper-Based Accommodations Only)						

***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