MIAMI-DADE COUNTY PUBLIC SCHOOLS
SPRING 2015 FSA ELA Reading and Mathematics (Grades 3 and 4)
ACCOUNTING FOR ALL SECURE DOCUMENTS

School Name: _____   School Number: _____

This form was designed to help schools keep track of all ELA Reading and Mathematics Test/Answer Books with <u>security numbers</u>. Please complete the following steps on the attached table.

1. Enter the number of ELA Reading and Mathematics Test/Answer Books reported to the Assessment Department as being missing, lost, or destroyed, if applicable.
2. Enter the number of ELA Reading and Mathematics Test/Answer Books returned in the TO BE SCORED shipment.
3. Enter the number of ELA Reading and Mathematics 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 Reading and Mathematics Test/Answer Books indicated on packing lists, (including additional orders).
6. Indicate with your initials if the number of ELA Reading and Mathematics Test/Answer Books entered in columns 4 and 5 agree.

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

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