

**ATTACHMENT F
 SPRING 2016 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.

		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 Test/Answer Book						
5	Writing Test/Answer Book						
6	Writing Test/Answer Book						
7	Writing Test/Answer Book						
8	Writing Test/Answer Book (Paper-Based Accommodations Only)						
9	Writing Test/Answer Book (Paper-Based Accommodations Only)						
10	Writing Test/Answer Book (Paper-Based Accommodations Only)						
R E T A K E	Writing Text/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