2017 STAAR MATERIALS CONTROL FORM

Check Month: ❑ March ❑ May ❑ June ❑ December

Test booklets are secure documents. Use this form to account for all secure materials. Campus coordinators should fill out the first three columns below prior to distributing any booklets.

The test administrators' initials in the "Out" boxes signify that they have received the secure materials assigned to them and that they have signed the security oath. A test administrator should not initial this form if the information on it is incorrect.

Missing secure materials must be located before the campus coordinator initials the "In" box. If missing secure materials cannot be located, the campus coordinator should immediately contact the district coordinator.

Campus Name _____ Campus Coordinator _____

NAME OF TEST ADMINISTRATOR	TOTAL # OF BOOKLETS	RANGE OF SECURITY NUMBERS CODED ON SECURE MATERIALS	DAY 1		DAY 2	
			OUT	IN	OUT	IN

Duplicate this form as necessary.