



Material Storage and Custody Form

Please complete the form below:

School Name	
Building Assessment Coordinator	
Building Principal	
District Name	
District Assessment Coordinator	

Question	Response
Where are secure testing materials stored while not in use?	
What is the plan for distribution of secure materials to testing staff on the day of testing?	
What is the plan for distribution of secure materials to students before testing?	
What is the plan for collection of secure materials from students after testing?	
What is the plan for collection of secure materials from students after testing?	

Question	Response
How will staff communicate if secure materials are unable to be accounted for?	
What is the material recovery plan in the event that secure materials are unable to be accounted for?	