TEST YEAR: SPRING 2006

WESTEST SPRING 2006
SECURITY CHECKLIST

(To be completed by the Building Level Coordinator (BLC) for APTA)

School:

Principal/Building Level Coordinator:

***REPORT MISSING BOOKS TO WVDE AND CTB IMMEDIATELY**

BLC WILL CHECK-IN AND CHECK-OUT OF TEST MATERIALS WITH THIS FORM. THE EXAMINER IS TO INITIAL THE *"OUT" COLUMN* WHEN RECEIVING SECURE TEST MATERIALS. BUILDING LEVEL COORDINATORS (BLC) SHALL INITIAL THE *"IN" COLUMN* WHEN SECURE MATERIALS ARE RETURNED. SCHOOLS RETURN MATERIALS TO A CENTRAL SITE ON A DAILY BASIS; THEREFORE, BLC WILL NEET TO MAKE COPIES OF THESE FORMS. **PLACE A CHECK IN THE UNUSED COLUMN FOR EACH BOOK THAT IS UNUSED.**

Test Booklet Numbers	STUDENT NAME	Grade	Unused	DAY #1		DAY #2		DAY #3		DAY #4		DAY #5	
				CHECK-OUT	CHECK-IN	CHECK-OUT	CHECK-IN	CHECK-OUT	CHECK-IN	CHECK-OUT	CHECK-IN	CHECK-OUT	CHECK-IN