



IAR Spring 2019

LEA/District Chain-of-Custody Form for Initial Shipment of Materials

Deliver To: SA0990000
 SAMPLE SCHOOL DISTRICT
 99 SAMPLE STREET
 SAMPLE BLDG.
 SAMPLE CITY, USA 99999
 SAMPLE PERSON
 Phone: (999) 9999999
 Fax: (111) 1111111

Ship To: SA0990000
 SAMPLE SCHOOL DISTRICT
 99 SAMPLE STREET
 SAMPLE BLDG.
 SAMPLE CITY, USA 99999
 SAMPLE PERSON
 Phone: (999) 9999999
 Fax: (111) 1111111

INSTRUCTIONS:

The following list contains the range of all secure materials that are included in this shipment.

Do not return this form with your test materials. Check your state policy for specific requirements for how long to retain this document. You will need it if an investigation of missing materials takes place. The school and LEA/district will be held responsible for any secure materials that were received at the school but not returned.

All secure documents must be tracked using this form or an equivalent form. For further information, see Section 3.3.2 of the TCM.

The School Test Coordinator and the LEA/District Test Coordinator must be careful about checking the barcode sequence of the materials to make sure the sequence of materials received and returned matches what is on the form.

School Number	Deliver To	Form	Security Number From	Security Number To	Qty Sent	Qty Rec'd	LTC Initial & Date/ Time	STC Initial & Date/ Time

LEA/District Chain-of-Custody Form for Initial Shipment of Materials

Deliver To: SA0990000
SAMPLE SCHOOL DISTRICT

Ship To: SA0990000
SAMPLE SCHOOL DISTRICT

School Number	Deliver To	Form	Security Number From	Security Number To	Qty Sent	Qty Rec'd	LTC Initial & Date/Time	STC Initial & Date/Time

I certify that the receipt of all test materials from Pearson has been verified by:

- Counting the test materials,
- Verifying the range of the test materials security numbers, and
- Verifying that the test material count and the range of security numbers are consistent with the information provided on this form.

(Print) LTC First Name, Last Name, and Title

Telephone Number

LTC Signature

Date

For Internal Use Only:

Pick Batch: 2669240

Delivery: 28504878

Order/Line: 4542479/1

Sequence: 00001

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