

APRIL STAAR WRITING SCANNED DOCUMENTS

Deadline May 7, 2021

Format	File Name	Option 1	Option 2
PDF	A1 Sign-In Agenda and Handouts	Sign-In Agenda and Handouts	Sign-In Agenda and Handouts
PDF or PPT	A2 Powerpoint	April STAAR Powerpoint	April STAAR Powerpoint
PDF	A3 General Oaths - Certified and TST	General Oaths - Certified and TST	General Oaths - Certified and TST
PDF	A4 Oaths - Classified	Non Certified Oath	Non Certified Oath
PDF	A5 Cell Phone Oaths - Personnel	Cell Phone Oaths - Personnel	Cell Phone Oaths - Personnel
PDF	A6 Cell Phone Oaths - Students	Student Cell Phone Oath	Room Electronics
PDF	A7 Roster signed by TA	You may use your own rosters w/TA signature	Room Accommodations
PDF	A8 Seating Charts	Seating Chart	Material Control Form
PDF	A8 Room Start Stop		Room Start/Stop (component of seating chart)
PDF	A9 Restroom Log	Restroom Log	Restroom Log
PDF	A10 School Maps and Asgmts during testing	School Maps and Asgmts during testing	School Maps and Asgmts during testing
PDF	A11 Testing Procedures	Testing Procedures	Testing Procedures
PDF	A12 Boxed Booklets	Boxed Booklets	Boxed Booklets
PDF	A13 Master Materials	Materials Control Form	Master Materials (must be scanned after the teachers check out & signed)
PDF	A14 Ticket Control Form	Ticket Control Form	Ticket Control Form
PDF	A15 Absent-Other Form & Absent Docs.	Absent-Other Form & Absent Docs.	Absent-Other Form & Absent Docs.

GUIDELINES AND REMINDERS

- ☐ **File Names:** Use the file naming conventions used on the scanning layout.
- ☐ **Folders:** Do **not** create any additional folders.
- ☐ **Training Sign-In Rosters:** If you are submitting Sign-In Rosters from PDS you may print to PDF. There is no need to print and scan sign-in sheets
- ☐ **Powerpoint:** There is no need to print and scan ppt. You may ppt in its original format or print to PDF
- ☐ **Clarity of Documents:** Review scanned documents before notifying ARE Department scanned documents are in the TDrive - Documentation submission will not be accepted documents are blurry, poor contrast, or poor handwriting.
- ☐ **One File for each item listed on the Scanning Layout:** Submitting several files for a single item is **not** acceptable. Do not split files by grade level or test date. Simply organize and bundle your documents by grade level/date, and scan as one piece meal.
- ☐ **Testing Rosters:** If applicable, please include accommodations on rosters.