

MAY STAAR 3-8 SCANNED DOCUMENTS

Deadline June 11, 2021

Format	File Name	Option 1	Option 2
PDF	M1 Sign-In Agenda and Handouts	Sign-In Agenda and Handouts	Sign-In Agenda and Handouts
PDF or PPT	M2 Powerpoint	April STAAR Powerpoint	April STAAR Powerpoint
PDF	M3 General Oaths - Certified and TST	General Oaths - Certified and TST	General Oaths - Certified and TST
PDF	M4 Oaths - Classified	Non Certified Oath	Non Certified Oath
PDF	M5 Cell Phone Oaths - Personnel	Cell Phone Oaths - Personnel	Cell Phone Oaths - Personnel
PDF	M6 Cell Phone Oaths - Students	Student Cell Phone Oath	Room Electronics
PDF	M7 Roster signed by TA	You may use your own rosters w/TA signature	Room Accommodations
PDF	M8 Seating Charts	STAAR SEATING CHART-4HRS - GR 3-8	Material Control Form
			Room Start/Stop (component of seating chart)
PDF	M9 Restroom Log	Restroom Log	Restroom Log
PDF	M10 School Maps and Asgmts during testing	School Maps and Asgmts during testing	School Maps and Asgmts during testing
PDF	M11 Testing Procedures	Testing Procedures	Testing Procedures
PDF	M12 Boxed Booklets	Boxed Booklets	Boxed Booklets
PDF	M13 Master Materials	Materials Control Form	Master Materials (must be scanned after the teachers check out & signed)
PDF	M14 Ticket Control Form	Ticket Control Form	Ticket Control Form
PDF	M15 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.