2022-2023 TICKET CONTROL FORM (ONLINE ADMINISTRATION)

STAAR State of Texas Assessments of Academic Readiness
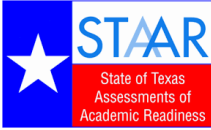
CHECK MONTH: [ ] DECEMBER [ ] APRIL [ ] MAY [ ] JUNE

Student testing tickets are secure documents. Use this form to account for all secure materials. Campus coordinators should fill out the first three columns below prior to distributing any testing tickets.

The test administrators' initials in the "OUT" boxes signify that they have received the secure materials assigned to them and that they have signed the security oath. A test administrator should not initial this form if the information is incorrect.

Missing secure materials must be located before the campus coordinator initials the "IN" box. If missing secure materials cannot be located, the campus coordinator should immediately contact the district coordinator.

CAMPUS NAME _____ **CAMPUS COORDINATOR** _____

TEST ADMINISTRATOR NAME	TOTAL # OF TICKETS	TESTING ROOM #	DAY 1		DAY 2		DAY 3	
			INITIALS OUT	INITIALS IN	INITIALS OUT	INITIALS IN	INITIALS OUT	INITIALS IN

Duplicate this form as necessary