

## **Return Materials Checklist - STAAR ALT 2 (April 11-14, 2025)**

**Campus:** \_\_\_\_\_

**CTC:** \_\_\_\_\_

### **Part 1: Bring to Materials Return**

- |  |     |    |     |
|--|-----|----|-----|
| 1. Packing List/Material List/Shipping Notice              | Yes | No |     |
| 2. Scratch Paper shredded                                  | Yes | No | N/A |
| 3. Answer Documents  |     |    |     |
| a. Accommodations, form number, student information listed | Yes | No |     |
| 4. All answer documents entered into DEI                   | Yes | No |     |
| 5. All accommodations entered into TIDE                    | Yes | No |     |
| 6. Test Booklets   |     |    |     |
| a. Packed in original boxes                                | Yes | No |     |
| b. Labeled box with School Name                            | Yes | No |     |
| c. All booklets scanned - Green on Test Hound              | Yes | No |     |
| d. All TB, SB, IC scanned and in box                       | Yes | No |     |
| 7. Refusal to Test   | Yes | No | N/A |
| 8. Medical Notes   | Yes | No | N/A |
| 9. <a href="#">Incident Reports (IR rollup)</a>            | Yes | No | N/A |
| 10. Boxed Booklet Report                                   | Yes | No |     |

### **Part 2: Scan prior to close out - April 11-14, 2025**

- |   |     |    |     |
|---|-----|----|-----|
| 1. Training Sign In Sheets & Materials (TXCAN Certs)  | Yes | No |     |
| 2. <a href="#">Oaths</a>  |     |    |     |
| a. School Leader  | Yes | No |     |
| b. CTC  | Yes | No |     |
| c. Test Administrators  | Yes | No |     |
| d. Support Staff & Hall Monitors  | Yes | No | N/A |
| 3. Test Hound Master Accommodations signed  | Yes | No |     |
| 4. Room Accommodations signed   | Yes | No |     |
| 5. Test Hound Materials Control Form (seating chart); Envelope<br>Check in/out; boxed booklets (copy) | Yes | No |     |
| 6. STAAR ALT 2 Assurances loaded into Documentation folder #0   | Yes | No |     |

---

**Notes:**

**ADPL Testers:**

<b><i>Subject</i></b>	<b><i>Paper Complete</i></b>	<b><i>Absent/Other</i></b>	<b><i>Total tested</i></b>
3rd Math			
3rd Reading			
4th Math			
4th Reading			
5th Math			
5th Reading			
5th Science			
6th Math			
6th Reading			
7th Math			
7th Reading			
8th Math			
8th Reading			
8th Science			
8th Social Studies			
Algebra I EOC (HS only)			
English I			
English II			
Bio EOC			
US History EOC			

**Awesome Blossom Status:**

- Potential Awesome Blossom - All Items in Section 1 Are Yes
- Potential Honorable Mention - Missing 1-2 small items

**Final Awesome Blossom Status:**

- Awesome Blossom - All items in Section 1 & 2 are Yes
- Honorable Mention - Missing 1-2 small items in Section 1 & 2