

April/May 2025 STAAR Check-in Form

Campus

Campus Coordinator

Administration		Deadline for Score Codes & Score Code Documentation		Deadline for Completed Documentation		
April STAAR RLA	April 17 by 4pm	All score codes documented on Google sheet and submitted in TIDE.	April 21 by noon	All required documentation saved in designated folders.		
April STAAR SC/SS	April 25 by noon		April 28 by noon			
May STAAR Mathematics	May 2 by noon		May 5 by noon			

Documentation	Notes	Location	CTC initials when complete for administration.			FINAL CTC initials when complete & accurate for ALL administrations
			RLA	Science & Social Studies	Math	
Daily Check in submitted	At end of each day of testing, 3 days per window	Link	15/16/17	22/23/24	29/30/01	
Campus Principal Oath	Campus coordinator must verify these are submitted, correct and complete.	Instructions to access.				
CTC Oath						
Test Administrator Oaths						
Proof of Training	Sign-in sheets	Scan and save in S:\StateAssessments				
Training Documentation	Instructions in Google Sheets.	Link				
Secure Storage Form	Campus coordinator will verify.	Link				
Material Control (Seating Charts) & Room Accommodations	"Material Control" (seating charts) & "Room Accommodations" from Testhound are required . Campus coordinator verifies all forms are correct and complete.	Scan and save in S:\StateAssessments (Chronological order is preferred.)				
Master Material Control (TH)						
Special Administrations (if any)	Transcribed in DEI by 3pm 4/17(R), 4/24(SC/SS), 5/1(M)	TIDE → DEI				☐ None
Score Code Documentation 24-25 Google Sheet accurately reflects all score codes manually submitted in TIDE.	Add absent students <u>each day</u> . Remove or strikethrough students after make-up test is submitted.	Shared via Google with campus coordinators & principals on Feb. 20.	15/16/17	22/23/24	29/30/01	☐ None

X Signature of Campus Coordinator

Date

April/May 2025 STAAR Check-in Form

Campus

Campus Coordinator

Documentation	Notes	Location	CTC initials when complete for administration.			FINAL CTC initials when complete & accurate for ALL administrations
			RLA	Science & Social Studies	Math	
Score code O or A submitted in TIDE for all enrolled students who did not participate	Must be "auditable." Prior approval is required for some score codes.	TIDE Score Code Guidance				☐ None
Potential Irregularity Documentation, signed by campus principal	Does Kelly know about this? If a student test is involved, is the ID # included?	Scan and save in S:\StateAssessments				☐ None
Log of Approved Phone Calls (CAI, TEA)	Each call requires preapproval.	Scan and save in S:\StateAssessments				☐ None
High Schools: Testhound Performance Tracker data is current for each student.	All exceptions have been marked and reviewed for accuracy.	Testhound				☐ N/A for ES/MS

Campus coordinator will read and initial that the following items are true.		
	Location	CTC initials
Assurance #1: All students enrolled in grades 3-8, EOC course and EOC retesters have a record submitted for STAAR or STAAR Alternate for the corresponding grade/subject tests.	TIDE	
Assurance #2: Verification of student identification, demographic & program data in TIDE. Campus principal and campus coordinator are responsible for accuracy of all student data.	TIDE	
Assurance #3: Campus maintains a reliable inventory process to account for all headsets and ensure these are available for the next administration. An accurate inventory should be documented and shared with campus administrators and others on campus who maintain inventory of supplies and instructional materials.		
Finally: All tasks on this checklist are verified as complete and accurate, initialed above and this completed document is saved in designated folder.	Scan and save in S:\StateAssessments	

X Signature of Campus Coordinator

Date