Updated March 2019

New Jersey Student Learning Assessments (NJSLA) District-to-District Chain of Custody Form for Transferred Paper-Based Testing Materials

Instructions

This form must be completed by the appropriate District Test Coordinators (DTC) when students who are taking the paper-based test move from one district to another before they have completed all required units. This form documents that secure paper-based test materials were successfully transferred from the former district to the current district. **Once transferred, the former district is not responsible for returning the secure paper-based test materials; the current district is responsible for returning the materials to the assessment vendor.**

Districts must select one of the **following two options** for transferring secure paper-based test materials from the former district to the current district:

- **Option 1 –** The former DTC sends the secure paper-based test materials to the current DTC via traceable overnight delivery (i.e., FedEx, USPS, or UPS) to ensure the student can complete testing within the prescribed paper-based testing window. The former DTC must complete columns 1 through 7, then sign and date the form. The former DTC must include a copy of the form in the shipment. Upon receipt of the shipment, the current DTC must complete column 8 and send a copy of the completed form to the former DTC. The current DTC must also upload the form to PearsonAccess^{next} (PAN) and email the Support Request Confirmation Number, provided upon successful upload, to the appropriate NJSLA State Coordinator. **Since this form contains personally identifiable information such as the student's name, it must never be transmitted via email.**
- **Option 2** – The former DTC must hand deliver the secure paper-based test materials to the current DTC as soon as possible to ensure the student can complete testing within the prescribed paper-based testing window. The former DTC must complete columns 1 through 7 and present this form to the current DTC who must complete column 8, then sign and date the form. The current DTC must provide a copy of the form to the former DTC. The current DTC must also upload the form to PAN and email the Support Request Confirmation Number, provided upon successful upload, to the appropriate NJSLA State Coordinator. **Since this form contains personally identifiable information such as the student's name, it must never be transmitted via email.**

1 Form	2 Test Booklet Number	3 Grade	4 Test	5 Student Name	6 NJ SID #	7 Former DTC Initial	8 Current DTC Initial

Certification

I hereby certify that the receipt of all secure paper-based test materials has been transferred and verified.

_____ _____ _____ _____

(Print) Former District Test Coordinator Date (Print) Current District Test Coordinator Date

_____ _____

(Signature) Former District Test Coordinator (Signature) Current District Test Coordinator

_____ _____ ext:_____ _____ _____ ext:_____

Former CDS Code Former DTC Contact Number Current CDS Code Current DTC Contact Number