

**New Jersey District-to-District Chain of Custody Form
For Transferred Paper-Based Testing Materials**

INSTRUCTIONS:

This form must be completed 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; rather the current district is responsible for returning the materials to the contractor.

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

Option 1 – The former LEA Test Coordinator sends the secure paper-based test materials to the current LEA Test Coordinator via traceable overnight delivery (i.e., FedEx, USPS, or UPS) to ensure the student is able to complete testing within the prescribed paper-based testing window. The former LEA Test Coordinator must complete columns 1 through 7, sign, and date the form, and include a copy of the form in the shipment. Upon receipt of the shipment, the current LEA Test Coordinator must complete column 8 and send a copy of the completed form to the former LEA Test Coordinator. The current LEA Test Coordinator must upload the completed form to PearsonAccess^{next} within five school days and email the Support Request “confirmation number”, which is provided upon successful upload, to the appropriate PARCC State Coordinator. Since this form contains Personally Identifiable Information (PII) such as the student’s name, it must never be transmitted via email.

Option 2 – The former LEA Test Coordinator hand delivers the secure paper-based test materials to the current LEA Test Coordinator as soon as possible to ensure the student is able to complete testing within the prescribed paper-based testing window. The former LEA Test Coordinator must complete columns 1 through 7 and present this form to the current LEA Test Coordinator who must complete column 8, sign, and date the form, and provide a copy of the form to the former LEA Test Coordinator and upload the completed form to PearsonAccess^{next} within five school days and email the Support Request “confirmation number”, which is provided upon successful upload, to the appropriate PARCC State Coordinator. Since this form contains Personally Identifiable Information (PII) such as the student’s name, it must never be transmitted via email.

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

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

(Print) Former LEA Test Coordinator

Date

(Print) Current LEA Test Coordinator

Date

(Signature) Former LEA Test Coordinator

(Signature) Current LEA Test Coordinator

Former CDS Code

Ext. _____
Former Contact Phone Number

Current CDS Code

Ext. _____
Current Contact Phone Number