

**New Jersey Intra-District School-to-School 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 school to another school within the same district, before they have completed all required units. This form documents that secure paper-based test materials were successfully transferred from the former school to the current school.

Schools must follow the procedure as discussed below.

The LEA Test Coordinator picks up the secure paper-based test materials from the former STC and hand delivers the materials to the current STC as soon as possible to ensure the student is able to complete testing within the prescribed paper-based testing window.

When the secure paper-based test materials are picked up by the LEA Test Coordinator, he/she must complete columns 1 through 6; and the former STC must complete column 7, sign, and date the form.

When the LEA Test Coordinator hand delivers the secure paper-based test materials to the current STC, he/she must complete column 8, sign, and date the form, and provide a copy of the form to the LEA Test Coordinator. The 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.

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

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

_____ Date
(Print) Former STC Test Coordinator

_____ Date
(Print) Current STC Test Coordinator

(Signature) Former STC Test Coordinator

(Signature) Current STC Test Coordinator

_____ Ext. _____
Former CDS Code Former Contact Phone Number

_____ Ext. _____
Current CDS Code Current Contact Phone Number