

SPRING 2009 MISSOURI ASSESSMENT PROGRAM

MISSING TEST MATERIALS FORM

This form is to be completed by the District Test Coordinator.

Use this form to account for any test books that were issued to your district, but will **not** be returned to CTB/McGraw-Hill (for example if lost, damaged, or contaminated). If not accounted for, these books may be reported by CTB/McGraw-Hill as missing inventory.

A test book is considered contaminated if:

- a) a student health issue affects the test book itself (blood, fluids, etc.)
- b) the test book has been in contact with any potentially hazardous material.

Fax this form, along with any supporting documentation to **BOTH**:

CTB:

MAP Missing Test Materials
Fax #: 866-405-4086

DESE:

Director of Assessment
Missouri Dep't of Elementary and Secondary Education (DESE)
Fax #: 573-526-0812

District Coordinator Name: _____

District Coordinator Phone #: _____

District Name and 6-digit code: _____

School Name and 4-digit code: _____

Security Barcode Number on book (Example: MM123456): _____

Grade Level of book: _____

Test Book Edition
(Regular, Large Print, Braille) _____

If book was assigned to a student:

Student Name: _____

Student MOSIS ID Number: _____

Explanation of how test book was contaminated or damaged, and what steps were taken to securely destroy it:

Please contact the CTB/McGraw-Hill MAP Service Line at 1-800-544-9868 with any questions.