

Header Sheet for the Kindergarten Assessment Administration

A header sheet must be completed for each kindergarten session being assessed. The header sheet must accompany the Scantrons when submitting for scoring. The header sheet needs to be placed on top of class that corresponds with the header sheet. If a teacher teaches and is assessing an AM and PM class, two header sheets will need to be completed.

Please complete the following fields:

- A. SCHOOL NAME:
 - a. Make sure that the school name is correct.
- B. GRADE:
 - a. Bubble in the "K"
- C. DISTRICT/SCHOOL CODE
 - a. Make sure this is correct
- D. TEACHER OR COURSE
 - a. Please write in and bubble in the Teachers CACTUS ID
- E. SECTION OR PERIOD
 - a. This corresponds to what session of kindergarten the class is
 - i. If AM, write in and bubble 01
 - ii. If PM, write in and bubble 02
 - iii. If All Day, write in and bubble 03
- F. TEST DATE
 - a. Write in and bubble in the testing date. Testing may take place over several days, please bubble in the day that testing BEGAN.

For questions please contact:

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