
STATE TESTS – A.R.E. (WHS-P010)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the warehouse to distribute state tests for Assessment, Research, and Evaluation Department.

2.0 RESPONSIBILITY:

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Worker

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Purchasing _____
Signature _____
Date

4.0 DEFINITIONS:

- 4.1 POD: Proof of Delivery
- 4.2 ARE: Assessment, Research, and Evaluation Department

5.0 PROCEDURE:

- 5.1 ARE orders the testing materials and is delivered to the district warehouse.
- 5.2 The district warehouse accepts the delivery.
- 5.3 ARE staff checks in and processes the order.
- 5.4 District warehouse delivers the testing materials to school sites on specified dates.
- 5.4 District warehouse picks up testing materials from school sites on specified dates.
- 5.5 ARE reviews and packages the testing materials to be returned to the vendor for scoring.
- 5.5 District warehouse ships testing material per arrangement by ARE.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 POD Slips

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
POD Slips	File Cabinet	1 year	Discard as desired	Secured Warehouse

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Tests	Specified Area Of Warehouse	None	Distribution to School Sites	Secured Warehouse
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8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial release
06/06/06	B	Revise records retention table

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