## APPENDIX C: Assessment Schedule

Assessment schedules must include the following information and be retained by the district or school for one year beyond the assessment administration.

* Principal
* School District
* District Assessment Coordinator
* School Name
* School Assessment Coordinator
* Location of Assessment Session
* Date, Start Time and End Time
* Assessment/Grade/Subject/Session/Form
* Assessment Administrator for each session

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| --- | --- |
| District:School:Date: | Principal:District Assessment Coordinator:School Assessment Coordinator: |
| Assessment  | Grade | Subject | Session | Form | Location | Assess.Adm. | Start Time | End Time |
| *Math* | *4* | *Math* | *2* | *13* | *Room 17* | *Mrs. Smith* | *9:00* | *9:50* |
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