

SECURE MATERIAL TRANSFER FORM

Examination: _____

District LEA #: _____

Name of District Transferring:

No. of Documents Transferred:

Security ID Number(s) Transferred:

Signature of Sender: _____
Date: _____

Examination: _____

District LEA #: _____

Name of District Receiving:

No. of Documents Received:

Security ID Number(s) Received:

Signature of Receiver: _____
Date: _____

Instructions: Each district shall retain a copy of this form. A copy shall be faxed to ADE at (501) 682-4886 and to Harcourt at 866-313-6872, ATTN: Arkansas Management Team. Both districts must staple a copy of this Secure Materials Transfer Form to the appropriate school and grade's Test Booklet or Answer Document Security Form(s) **AND** must note the transfer on *Affidavit I—District Level Security Form*.

