



Arkansas  
Comprehensive Testing, Assessment  
& Accountability Program

# 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 Questar at (866) 688-0419, ATTN: Michelle Sorem. Both districts must staple a copy of this Secure Materials Transfer Form to the appropriate school and grade's/course's Test Booklet or Answer Document Security Form(s) **AND** must note the transfer on *Affidavit 1 - District Level Security Form*.