

**List of documents to be submitted for all incidents reported:**

- 1) Notarized Statements: Statements **must** be written and signed by each individual involved in or aware of the incident. A single statement signed by multiple individuals **should not** be submitted. A statement written by one individual and then copied to separate forms for others to sign **should not** be submitted.
- 2) Testing Schedule
- 3) Seating Chart and Room number
- 4) Verification of Administration Code Training
- 5) Appropriate Assessment Practices Certification Form (See K-PREP TAM)
- 6) Nondisclosure Agreement
- 7) Student Name & SSID

**Documents to include for special education issues:**

- 1) Submit documentation of verification of student test accommodation(s) [IEP, 504 Plan, PSP].
- 2) Submit verification of staff having received Inclusion of Special Populations training.
- 3) Submit a signed copy of the Code of Ethics, record of testing room and test administrator for allegations regarding alternate assessment.