



BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

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Pam Van Ravenswaay
Administrator

Date: May 22, 2019
To: Longoria Elementary Myrta Garza, Principal and Cindy Cardenas, CTC
Resaca Elementary Lucy Hernandez, Principal and Griselda Diaz, CTC
Victoria Heights Elementary Ruben H. Martinez, Principal and Maricela Guerra, CTC
From: Pam Van Ravenswaay Administrator for Assessment, Research, and Evaluation
RE: Elementary Consolidation Procedures for Assessment Documentation (*STAAR, STAAR Alt, TELPAS, TELPAS Alt, Interim Assessment, and District Benchmark*)

CONSOLIDATION PROCEDURES FOR ASSESSMENT DEPARTMENT DOCUMENTATION

1. 2018-2019 Scanned Documents: Box and label all scanned documentation; follow procedures/dates established by the Records Department.
2. Historical Scanned Documents and testing documents: Follow the procedures provided by the Records Department for Inactive Records.
3. No test documentation needs to transfer from one campus to another. All test documentation will go to Records; the future principal and/or CTC can retrieve all necessary information electronically.

FAQS

- Q: What happens when I need to see test information for incoming students?
 - A: The Principal and CTC will have access to the prior campus scanned documentation in the T Drive.
- Q: How will I be able to view the May test history for the incoming students?
 - A: A.R.E. will provide the new campus a list of incoming student scores (when scores are in) and the 2019-2020 campus can view their new student data within assessment platforms, after the rollover occurs in eSchool.
- Q: How will the CSRs & labels be handled for the moving students?
 - A: The CTC from the receiving campus will pick them up in August and place them in the PRCs.
- Q: Is it true that do not need to send over anything to the receiving campus?
 - A: Yes

Please contact A.R.E. (2806) if you have any questions.

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