# GRADE/CLASS ID SHEET

## DIRECTIONS

**INFORMATION BOX –** Print all of the information requested.

**CLASS NAME –** If reports are to be identified by class name, print the class name in the row of boxes at the top of the grid. Abbreviate if necessary. Put only one letter or number in each box. Next, blacken the corresponding letter or number circle below each box. If class names are not required, complete these sheets for each grade in the building. Leave the class name blank, but enter the grade level.

**GRADE LEVEL –** Blacken the circle that corresponds with the correct grade level.

**ANSWER DOCUMENT COUNT –** Enter the number of answer documents in this grade/class.

**PLACE THIS COMPLETED GRADE/CLASS ID SHEET ON TOP OF THE ANSWER DOCUMENTS FOR THIS CLASS. IF CLASS REPORTS ARE NOT REQUIRED, PLACE THIS COMPLETED GRADE/CLASS ID SHEET ON TOP OF THE ANSWER DOCUMENTS FOR THIS GRADE.**

## INFORMATION BOX

Test Date _____

Building Name _____

District Name _____

City _____ State _____

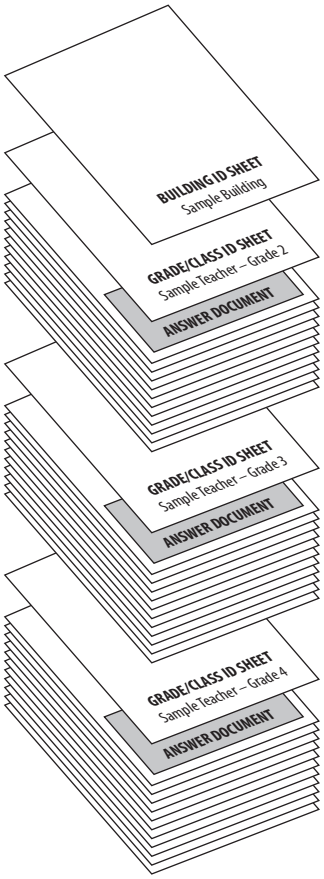
## CLASS NAME

## GRADE LEVEL

K 1 2 3 4 5 6 7 8 9 10 11 12

## ANSWER DOCUMENT COUNT

## ORGANIZING ANSWER DOCUMENTS AND ID SHEETS

When returning grade/class groups of answer documents, please assemble the documents as shown below.

For each class, place the answer documents facing up to form a stack. Place a completed GRADE/CLASS ID SHEET on top of each stack. Organize the answer documents by building. Then place a completed BUILDING ID SHEET on top of the stack. The example below shows how to organize test documents from one building with one class and three grade levels.