



Miami-Dade County Public Schools
Office of Postsecondary Career and Technical
Education
Adult ESOL Program



Report of Missing CASAS Materials

Tests implemented in accordance with CASAS requirements and the Florida Statutes shall be maintained and administered in a secure manner such that the integrity of the tests be preserved. All test materials shall be precisely accounted for, and written documentation kept by the Test Chairperson. In the event that test materials are determined to be missing while in the possession of a school, the Test Chairperson shall complete the information below and submit the form to the district within five (5) working days of the incident. Send incident report to Dr. Susana Mauri, District Director. Designated district personnel shall investigate the cause of the discrepancy and provide the Florida Department of Education with a report of the incident within thirty (30) days of the initiation of the investigation, as per the State of Florida Board of Education Administrative Rule 6A-10.042, FAC.

Please complete the information below if your school has determined CASAS test material is missing.			
Name and Title of Person Reporting the Incident			
Date Missing Material Was Noticed			
Date the Incident Was Reported to the Test Chairperson			
Name of Test Chairperson			
Name of Principal			
Please explain the incident.			
Missing Material(s)			
Place of Occurrence			
Name of Person(s) Involved			
Witness to the Occurrence			
Additional Comments			
Date Reported to the District			
Method Used to Report Incident	e-mail 227919@dadeschools.net	Fax (305) 579-0313	Delivered

School Name: _____

Date: _____

Test Chairperson's Signature: _____ Principal's Signature: _____