

When this form is completed it must be saved as follows:

- Title of the form must be **“District Name_School Name_Year_Date”**
 - For example: **“Any District_Any School_2016_040416”**

After saving, please upload the completed form to PAN (see directions available at <http://avocet.pearson.com/PARCC/Home#srDoc=5063&srPage=3>) and email the form to the appropriate PARCC state coordinator. Districts are required to maintain a record of this completed form for a minimum of four consecutive assessment cycles.