

## Elementary School Testing Procedure

When LSA is onsite to test at the Elementary Schools, we ask that you please follow the instruction below to help the testing go as quickly and smoothly as possible.

1. Please fill out an index card for each student with the information below
  - a. School Name
  - b. Teacher Name
  - c. Grade
  - d. Student First Name
  - e. Student Last Name
  - f. Student Date of Birth
2. When it is time for your classroom to be tested, please hand each student their index card and have them provide this to the testing staff when it is their turn
3. The testing staff will hold onto these cards until all the testing for that classroom has been completed
4. Once testing is completed for the classroom, the testing staff will hand all index cards to the teacher (or staff member that is with the students) so they can all be reused for the following week