



Please complete one form per grade. The form should be printed, completed, signed, and returned to Measured Progress either by postal mail, inclusion in your return of test materials, or via email to NDSA@measuredprogress.org.

School, District, and Grade Information
District Name:
School Name:
District/School Code:
Grade:

Student Test Materials Being Returned	No. of Test Booklets	No. of Answer Docs
Number of COMPLETED Mathematics & ELA Answer Documents being returned (Including Large Print and Braille*):	NA	
Number of UNUSED Mathematics & ELA Answer Documents being returned (Including Large Print and Braille):	NA	
Total number of Math & ELA documents (Test Booklets and Answer Documents) being returned (Including Large Print and Braille):		

**Large print and Braille kits include a standard test booklet and answer document, in addition to the LP/Braille test booklet. Please be sure to return the whole kit.*

General Comments:

I certify that the information provided on this form is correct to the best of my knowledge. I certify that the NDSA Smarter Balanced was administered according to the test administration procedures. I certify that:

- the security of the NDSA Smarter Balanced has been maintained,
- no test materials have been duplicated or retained in the school in any way,
- all test materials have been accounted for and returned to Measured Progress.

REMINDER: Please do not use staples or paper clips on printed **Principal Certification of Proper Administration (PCPA)** forms being returned to Measured Progress. You may scan and return the signed form(s) via email at NDSA@measuredprogress.org, also.

Principal's Signature: _____

Principal's Name (printed): _____