

Spring 2006 Participation, Supported Independence, and Functional Independence Packing Checklist

Directions: Please use the following checklist to prepare your materials for return to BETA/TASA.

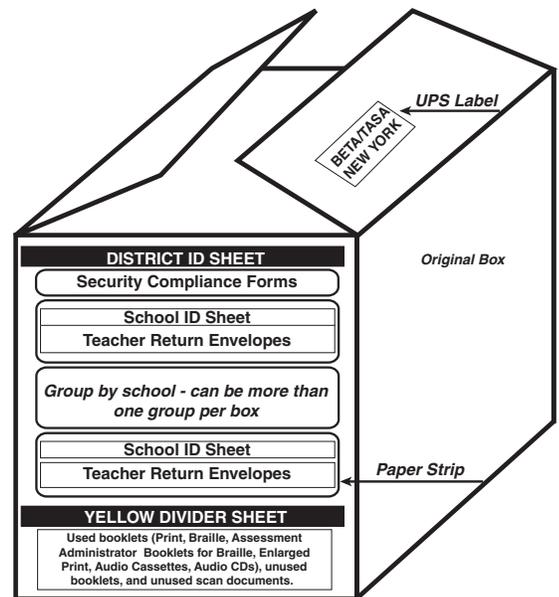
Make sure you have ...

- completed your *District ID Sheet*.
- verified your counts: student scan documents and *Teacher Return Envelopes*.

Now you are ready to pack your materials for return to BETA/TASA!

Starting from the bottom of the box:

- Place all used booklets (Print, Braille, Assessment Administrator Booklets for Braille, Enlarged Print, Audio Cassettes, Audio CDs), unused booklets, and unused scan documents in the box, then
- place the yellow divider sheet on top of these.
- Group *Teacher Return Envelopes* from each school together and place the corresponding *School Identification Sheet* on top of the pile. Secure together with paper strips.
- Place the original signed *Security Compliance Forms* next.
- Place the completed *District ID Sheet* on top of the materials and return them to BETA/TASA using your prepaid UPS R.S. label. If there is more than one box, be sure to put the *District ID Sheet* in the "1 of X" box.



NO staples, rubber bands, paper clips, or foam.

DO NOT RETURN MANUALS