5.0 PROCEDURE:

5.1 STAR-ETS tests, STAR-Aprenda 3 test, and CAHSEE test - Application Specialist I or II creates student rosters and gives these to the Coordinator III or Accountability Coordinator.

5.1.1 For STAR-ETS tests, refer to ARE-W015.

5.1.2 For STAR-Aprenda 3 test, refer to ARE-W015.

5.1.3 For CAHSEE test, refer to ARE-W016.

5.2 All Mandated Tests – Coordinator III and Accountability Coordinator notify warehouse supervisor and purchasing director of the impending shipment.

5.3 All Mandated Tests – ARE staff sorts and stages test materials by warehouse drivers' delivery routes and fills out Proof of Pickup or Delivery Form (ARE-F001).

5.4 All Mandated Tests – Coordinator III and Accountability Coordinator sends Proof of Pickup or Delivery Form (ARE-F001) to warehouse supervisor and retains copy.

5.5 All Mandated Tests – Coordinator III and Accountability Coordinator receive completed copy of Proof of Pickup or Delivery Form (ARE-F001) from the warehouse after delivery of test materials.

6.0 ASSOCIATED DOCUMENTS:

6.1 Proof of Pickup or Delivery Form (ARE-F001)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Proof of Pickup or Delivery Form (ARE-F001)	ARE files	15 months	Discard as desired.	N/A

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
05/03/07	A	Initial release.

*****End of work instruction*****