

# SBA PBT Destroyed Booklet Report Form

Please document any contaminated booklet that was securely destroyed, and will not be returned. Complete as much relevant information as possible. Upon completion, please sign and date this form in Section 4 and fax the form to the New Mexico SBA Help Desk at **1-603-749-6398**, Attention: Mara Allaire / Hannah Whitcomb. Please retain the original for your records.

## Section 1: District and School Information

Date of Occurrence: \_\_\_\_/\_\_\_\_/\_\_\_\_

District Name and School Name: \_\_\_\_\_ / \_\_\_\_\_

District Test Coordinator Name: \_\_\_\_\_

Telephone Number / Extension: \_\_\_\_\_ x \_\_\_\_\_

## Section 2: Test and/or Answer Booklet Information (located on the front of the booklet)

Ten-Digit Test Booklet Number: \_\_\_\_\_

Or

Ten-Digit Answer Booklet Number: \_\_\_\_\_

Booklet Form Number: \_\_\_\_\_

Student's Name *(Last Name, First Name, Middle Initial)*:

\_\_\_\_\_

Student's State Assigned ID Number: \_\_\_\_\_

## Section 3: Explanation of Situation

Details of Contamination: \_\_\_\_\_

\_\_\_\_\_

School's Method of Secure Destruction: \_\_\_\_\_

\_\_\_\_\_

## Section 4:

**Principal's Signature:** \_\_\_\_\_  
Signature Date

**DTC's Signature:** \_\_\_\_\_  
Signature Date

### Resolution (for New Mexico SBA Help Desk Use only)

Received By: \_\_\_\_\_

Received Date: \_\_\_\_\_

Call Log Number: \_\_\_\_\_