

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 Program Management Team at **603-749-6398**. 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: _____