

TAKS RESULTS LOCATOR
Principal Checklist

Complete

Locate TAKS, SDAA, and TELPAS results for previous years.	
Provide a filing cabinet or shelves with binders in a secure central location.	
Organize files by years (all tests for one year in the same drawer or shelf) in chronological order of tests given.	
Include a single copy of every campus report.	
Also include:	
• Oaths	
• Room assignments for teachers and students	
• Seating arrangements for teachers and students	
• Irregularity reports / collected statements	
• Material control forms	
• Training records (what was taught and who attended)	
• Return checklists – campus coordinator copy	
• TELPAS rating rosters	
Make sure that cumulative files get stickers and Individual Student Report.	

Keep state testing results indefinitely.

No need to keep released tests. They are all online at the TEA website.

Other testing results:

CogAT, NNAT, PLAN, EXPLORE, PSAT – should be filed somewhere, but not with the state testing