

Agreement to Abide by Guidelines

The following is a sample agreement to abide by the guidelines in this manual. To use this agreement, make a copy of this page for appropriate staff members. Districts may modify the sample or use a district-developed agreement.

The signed agreement should be kept on file by the building principal.

I have read and understand the information in this document and agree to abide by the guidelines set forth.

Signature

Date

Trainings Attended and Review of Material

Districts may use the following as evidence that a staff member has attended training sessions or reviewed the KSDE materials on test security, ethical test practices, and use of the read-aloud accommodation. Staff members may attend training, review the materials, or both.

Topic	Date Attended Training	Date Reviewed Materials
Test Security	_____	_____
Ethical Test Practices	_____	_____
Read-Aloud Guidelines	_____	_____

I understand the information presented in trainings and/or materials listed above and agree to abide by the guidelines set forth.

Staff member signature _____