

CSAP Registration Grades 3–10

Please complete this sheet prior to CSAP testing and bring it to the test site. You will not be able to register your child unless this sheet is completed. Make sure there is an entry in every item marked with a ♦.

♦ Names of ALL Branson School Online student(s) in the household who will be testing in grades 3-10:

First	Last	Grade

♦ Name of authorized person(s) registering student(s) on testing days:
 List **all** authorized persons who will register the student on any day.

♦ Name of authorized person(s) picking up student(s) on testing days

* If same as above, check here.

Note: Students will NOT be released to anyone without parental consent.

♦ If student will be responsible for his/her own transportation on testing days please mark the appropriate box:

- My student will be driving to and from the test site on testing days
- My student will be walking to and from the test site on testing days
- Other: _____

♦ Contact phone number(s) for responsible parties on testing days. If parents leave the site, a contact phone number **must** be made available.

Name	Phone number

I declare that the information on this form is current and correct.

♦ _____
Parent signature *Date*

Office Use ONLY
 Receive Information

Date _____
 Initial _____

Emergency Release Statement:

If I am present during the testing period I shall supervise my child and be fully responsible for authorizing any first aid, medical aid or emergency treatment. If I am not be present at the testing site in the event of an emergency, as the parent/guardian, I do hereby authorize the CSAP testing site manager to secure aid in an emergency, including contacting 911 and securing any first aid/medical treatment of my child deemed necessary in an emergency for the health of my child. This authority is granted only after a reasonable effort has been made to reach the emergency contacts. I acknowledge that Branson School Online, the school district, nor the management at the CSAP testing site will in no case accept financial responsibility for the emergency care and/or transportation for my child. In securing emergency aid the school will rely on the information provided on this form. I have read this form and agree to the terms contained herein for myself and my minor child(ren).

◆ _____
Parent signature

Date

Office Use ONLY Receive Information
Date _____
Initial _____

CSAP Tips, Guidelines, Rules and Regulations

Testing Tips:

- Come to testing sessions well rested
- Eat a healthy breakfast before coming to the testing site
- Answer each question (if you don't know, make an educated guess)
- Pay attention to what test session is being administered...only work on that session. Do not move on to the next session until the proctor instructs the entire group to do so.
- Bring a school appropriate, non-academic book to read
- Bring several sharpened number 2 pencils (do **not** bring mechanical pencils)
- Bring a calculator (9th and 10th grade only) (Please see details regarding calculators below) (Calculators will not be provided by BSO)
- Snacks and water will be supplied; however, you may bring your own healthy snacks and water.

CSAP General Guidelines:

- The full amount of time for a testing session (60 minutes for reading and writing; 65 minutes for math and science) must be allowed for all students. Students will not be allowed to move on to the next testing session until the full amount of time has been allotted. (Exception: this is an accommodation that is written into an IEP or 504.)
- Students must be signed in and out of testing facilities by those individuals who are designated on the CSAP registration form.
 - Students **must** bring a **form of ID**. Older students may bring a picture ID or driver's license. Parents may bring a birth certificate for younger students.
 - Individuals who are dropping off or picking up students (as designated on the CSAP registration form, **must bring a picture ID**.)
- Students will **not** be allowed to leave the testing facility for lunch or during breaks. **All students must bring a sack lunch to the testing facility.**
- Students will be under the supervision of Branson staff at all times.
 - Please respect check-out times with prompt pick-up of your student at the end of each testing day.
- Items to be left at home: I pod, Game boy, Laptop, etc. (Any electronic entertainment devices)
 - Cell phones must be checked in with testing proctor and must be turned off during all testing sessions. Students can use phones **only** during lunch break and at the conclusion of the days test administration.

- Bad Weather Policy:
 - CSAP sites will only be canceled in VERY extreme conditions.
 - Cancellations will only occur the night before testing (not the morning of)
 - Homeroom teachers will notify families of cancellations.
 - Individual families must determine if driving conditions will permit them to travel to a site.
 - If a student misses testing due to weather (or any other circumstance), that student must attend an alternative test site at a later date.

CSAP Guidelines: Testing Environment (taken from 2009-2010 CSAP Procedures Manual)

- “After completing a test session as part of the CSAP assessments, students have only two options; they may either read or sit quietly until the test session is over. Students are not allowed to write when finished with a testing session.”
- “Only people involved in taking or administering the test should be in the room.”

CSAP Guidelines: Calculators:

- The use of calculators is permissible on specified portions of the 9th and 10th grade math test only. Clear instructions will be given by the test proctor to indicate when calculators can and cannot be used.
- Students may **not** use these types of calculators:
 - Pocket organizers
 - Handheld or laptop computers
 - Electronic writing pads or pen-input devices
 - Calculators built into cellular phones or wireless communication devices
 - Models with a QWERTY (typewriter) keypad (Calculators with letters on the keys are permitted as long as the keys are not arranged in QWERTY format.)
 - Models with built-in capability to simplify algebraic expressions, multiply polynomials, or factor polynomials (often designated Computer Algebra Systems)
 - Following are examples of prohibited calculator models:
 - Casio CFX-9970G
 - Casio Algebra fx 2.0
 - Hewlett-Packard HP-40G
 - Hewlett-Packard HP – 49G
 - Texas Instruments TI-89
 - Texas Instruments TI-92

Vision and Hearing Statement

February 1, 2010

Adequate vision and hearing are necessary for learning success; therefore, the Colorado Department of Education requires that all students in grades K-3, 5, 7, and 9; as well as those who are new to a school, or in special education, have vision and hearing screenings completed annually. In order to do this, Branson Online will hold vision and hearing screenings at some of the CSAP testing sites. Vision and Hearing screening availability will be determined based on student need and staff availability. If your student is in one of the grades mentioned, is new to Branson, or is in special education, he or she may be pulled during the lunch break or held shortly after testing has been completed and asked to complete the 5 minute screening for vision and hearing. Students will NOT be pulled for vision and hearing screenings while testing. Results from the vision and hearing screenings will be sent to parents via email in the weeks following CSAP. If you do not receive screening results by April 5th, please contact your child's teacher and he or she will contact the person who screened your child.

Thank you,

Vision and Hearing Screening Staff
Branson School Online