

School Cover Page: Instructions

A School Cover Page must be completed for every school in your district, even if there are no students in that school scheduled to take the *PASA* in spring 2010.

1. Review the pre-printed information on the form. Make any corrections to the school name, address, telephone number, and fax number. Return this copy along with any enrollment forms to the *PASA* office.
2. If there is a school for which you did not receive a School Cover Page, please make a copy of the enclosed blank School Cover Page and record school name, address, telephone number, and fax number in the spaces provided.
3. For each School Cover Page, follow the instructions below:
 - Circle “Yes” or “No” for students taking the *PASA* 2009-10 in your school/district. *Schools/IUs that provide instruction to eligible students are considered to be the Service Provider.*
 - If there are no students taking the *PASA* within the school, circle “No” on the School Cover Page and return the School Cover Page to the *PASA* office.
 - For schools enrolling students, circle “Yes” on the School Cover Page. Complete one cover page per school (NOT one cover page per teacher).
 - Complete the form as indicated. Test kits will be shipped to the person who completes the form.
4. Enrollment is accomplished by returning a completed packet.
Your packet should contain: **(1)** School Cover Page(s); **(2)** Student Enrollment Form(s); **(3)** One completed Reading Skills Checklist for each 3rd grade and 11th grade student and each 4th through 8th grade student *newly* enrolled in the *PASA*; and **(4)** One completed Math Skills Checklist for each 3rd grade and 11th grade student and each 4th through 8th grade student *newly* enrolled in the *PASA*. Please refer to the attached instructions for completing the Student Enrollment Forms and Skills Checklists.

ORIGINAL Cover Pages and Student Enrollment Forms, along with the completed Skills Checklists, should be collected and submitted together to the *PASA* office. *Please return only one enrollment packet per school.* Remember to include a School Cover Page even for schools in your district/IU that do not have students scheduled to take the *PASA* in spring 2010. Please make a copy of the packet for your records in case we need to contact you for clarification.

Students must be enrolled for the *PASA* on an annual basis—even students who took the *PASA* last year must be re-enrolled. Students who are not enrolled will not be allocated *PASA* testing materials and will not be included in the calculation of AYP for Service Providers or Home Districts.

Faxed materials will not be accepted. Please return the enrollment materials by surface mail to:

University of Pittsburgh
PASA Project
5168 WWPB
Pittsburgh, PA 15260

Questions about enrollment can be directed to Brent Johnson by calling 412-648-7363 or by emailing us at pasa@pitt.edu.