2025-2026 MATERIAL RETURN AND DESTRUCTION GUIDANCE

Assessment	Secure Materials to Return to Vendor	Secure Materials to Destroy Locally*	Non-Secure Materials to Discard Locally*	Materials to Secure Locally
ILEARN, I AM, IREAD	• Assessment books (used and unused) • Answer documents (used and unused) • Braille and low-vision notes (included with the braille assessment book)	• Used scratch paper (following completion of the ILEARN English/Language Arts Performance Task Part 2) • Student access cards • Student rosters with personally identifiable information (PII) • Accommodations reports with PII • Print-on-demand test content (e.g., printed passages, stimuli, items) • Printed IREAD Secure Segment 1 Script for paper testers • ILEARN Paper Test administration scripts	• Packing materials (e.g. boxes, shipping labels) • Test Administrator's Manuals (TAMs) • Online test administration scripts	
WIDA Screener, WIDA ACCESS, Alternate ACCESS	**ACCESS Assessments Only**: • All used and unused test booklets • All ACCESS paper testing scripts • ACCESS Online Test Administrator Scripts for Grade 1 and Grades 2-3 • Listening and Speaking CDs • All Kindergarten ACCESS Kit materials • All Alternate ACCESS materials • All Large Print Kit materials • All Braille Kit materials • Human Reader accommodated scripts	**ACCESS Assessments:** • District and School Test Coordinator Manual • Test Administrator Manuals • ACCESS Online Test Administrator Script for Grades 4-12 • Unused Pre-ID labels • Printed Student Test Tickets • Used scratch paper • Security Checklist (retain locally) **Screener Assessments:** • Printed WIDA Screener for Kindergarten materials that will not be reused • Printed WIDA Screener materials that will not be re-used (Note: Reusable WIDA Screener Paper test booklets and audio CDs/USBs must be retained and stored securely for future use.)	**ACCESS Assessments:** • Excess District/School labels • Excess Do Not Process labels • Packing lists • School Box Range Sheet • Excess return shipping materials, including Data Recognition Corporation (DRC) return shipping labels, bags, ties, and boxes; return materials instructions; and prepaid UPS return shipping labels	
IKRA		• Printed pilot items and materials (if applicable)		• KRA TAM • KRA materials kit
Digital SAT School Day	• Paper test books (used and unused), including any supplemental materials • Each student's Test Taker Administration Instructions booklet • All copies of the Testing Room Materials Report form • Tape • Return kits • "Transcription Complete" sticker, which should be affixed to the return shipment	N/A (All secure materials must be returned to College Board.)	• Scratch paper used during testing (after 30 days) • Sign-in tickets (after 30 days) • Printed paper testing scripts (immediately) • Printed manuals and guides (immediately) • Score Sends Code List (immediately) • Unused packing boxes or shipping labels	

*Securely destroying materials via shredding or burning. Discard non-secure materials via trash or recycling. Corporation Test Coordinators (CTCs) must maintain documentation verifying all identified items were securely stored before and during the testing window, as well as when and how the items were securely destroyed after the testing window.

**(WIDA) Securely destroy all soiled test materials. Document the security barcode of the soiled booklet in the Materials Accountability Form in WIDA AMS.