



### Certificate of Shredding Form

The Certificate of Shredding will be used to document the district’s commitment of shredding used scratch paper, student tickets, and Test Information Pages (TIPs) resulting from MDE assessment administrations.

This completed form must be uploaded into your district folder in SharePoint following each noted administration. (Do not fax, mail or email this form to OSA.)

District: Jones County Schools

School:

Street Address: 5204 Hwy 11 N

City: Ellisville

State: MS

Zip: 39437

Assessment:

Administration Window:

Date Shredding Occurred:

This Certificate of Shredding is only valid with the required signature and certifies that your district has included procedures in the School and District Test Security Plans that will be followed for the shredding of all required documents used during the above noted administration.

**Sharon Grasha**

District Test Coordinator Print Name

STC Print Name

District Test Coordinator Signature

STC Signature

All questions regarding disposal of required documents should be addressed to the appropriate OSA program coordinator. Questions pertaining to security plans and SharePoint uploads should be referred to:

Michael C. Martin  
Office of Student Assessment  
601-359-3995  
mcmartin@mde.k12.ms.us