**Inventory of CASAS Materials**

Count and record the number of CASAS booklets you have on hand. For testing, use only the official booklets. Remind students to not write in these booklets so that they can be reused.

FACE Adult Education uses the **Employability Competency System (ECS)**. If you have any of the Life and Work Series, please destroy those.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of FACE Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Adult Education Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Adults Currently Enrolled in Adult Education: ­­­­\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **READING****ECS** TEST FORM | Number **on hand** | **MATH****ECS** TEST FORM | Number **on hand** |
|  |  |  |  |
| Reading Form 11 |  | Math Form 11 |  |
| Reading Form 12 |  | Math Form 12 |  |
| Reading Form 13 |  | Math Form 13 |  |
| Reading Form 14 |  | Math Form 14 |  |
| Reading Form 114 |  | Math Form 15 |  |
| Reading Form 15 |  | Math Form 16 |  |
| Reading Form 16 |  | Math Form 17 |  |
| Reading Form 116 |  | Math Form 18 |  |
| Reading Form 17 |  |  |  |
| Reading Form 18 |  | Form 27 |  |
|  |  | Form 28 |  |
| Appraisal 130 |  |  |  |
| Do you have the lined answer sheets?(you can copy these) | **Yes****No** | Do you have the blue, spiral bound “Test Administrator’s Manual? | **Yes****No** |

Please complete this form and e-mail back to face@familieslearning.org or fax to 502-805-0593.

Contact your technical assistant with questions.