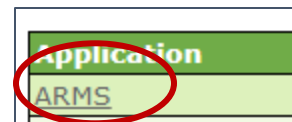


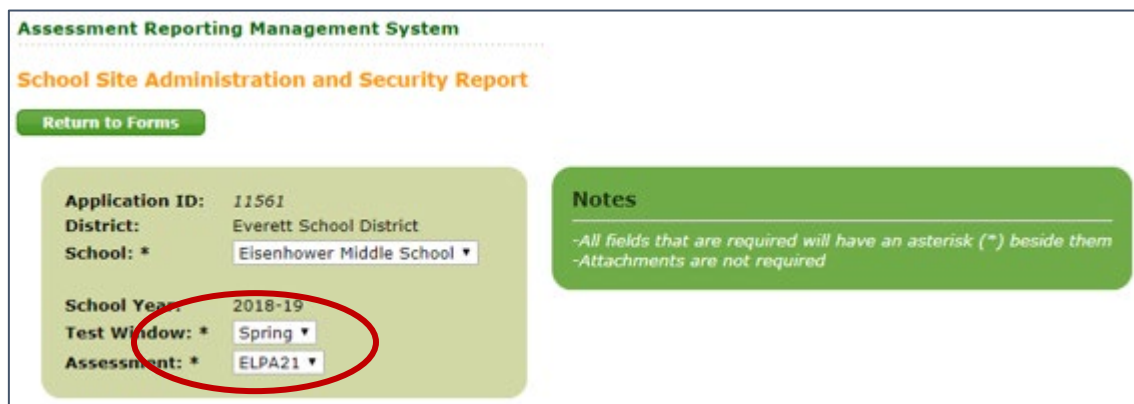
1. Access ARMS through EDS: <https://eds.ospi.k12.wa.us/>
 - a. Available to Principals and Assistant Principals



2. Select ARMS from list of available Applications
3. If creating a new form, select from the list of available forms

Create Form: School Site Administration and Security Report
Overview: [\(SchoolSecurityReportOverview.pdf\)](#)
The School Site Administration and Security Report is completed

4. Ensure all required information fields are filled out (marked with *).



Assessment Reporting Management System

School Site Administration and Security Report

[Return to Forms](#)

Application ID: 11561
District: Everett School District
School: *
School Year: 2018-19
Test Window: *
Assessment: *

Notes

- All fields that are required will have an asterisk (*) beside them
- Attachments are not required

5. Make sure all questions are marked and completed.

The School Site Administration and Security Report is to be completed by each lead School Test Coordinator (SC). All "No" responses must be explained in the "Note exceptions and attach documentation" box and reported to OSPI. The N/A (not applicable) button is used when a situation does not fall into a Yes or No answer. Submit the completed report to the DC no later than 24 hours after testing concludes.

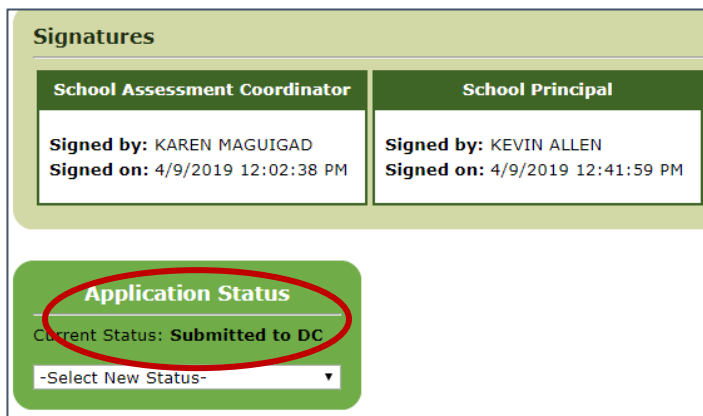
Were all TAs, individuals assisting with tools, supports, and accommodations, and office staff assisting with processing secure materials trained in test administration, security procedures, and/or reporting requirements?

☒ Yes ☐ No ☐ N/A

Did you follow your school's Test Security and Building Plan (TSBP) documenting a "chain of custody" for

6. Select submit for signature button at the bottom of the page.

You will need to submit the form until the application status is in Submitted to DC.



Signatures

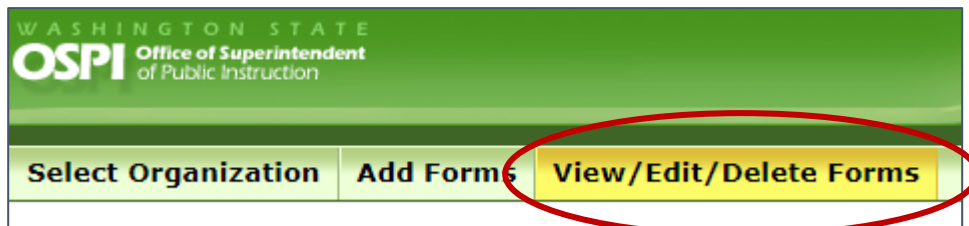
School Assessment Coordinator	School Principal
Signed by: KAREN MAGUIGAD Signed on: 4/9/2019 12:02:38 PM	Signed by: KEVIN ALLEN Signed on: 4/9/2019 12:41:59 PM

Application Status

Current Status: **Submitted to DC**

-Select New Status-

7. If going into ARMS to review, edit, or submit an already created form you will select the 'View/Edit/Delete Forms' tab at the top of the screen.



- a. To Edit form, select 'Edit' button from the left.

View	Edit	Delete	Application ID	School	Form
View	Edit	Delete	11561	Eisenhower Middle School	School Site Admini

You can also Delete the form if it is not needed, duplicated, etc.
Select the best option from the drop-down boxes that describes the incident.

- b. Fill out the 'Detailed Description of Situation' box with as many details as possible (class, TA, time of incident, etc).
 - c. Once complete, you must select 'Submit for Signatures' button.
(Admins will need to leave the form and return to sign off so it is sent onto DC)
 - d. If not complete, select 'Save & Continue Working' so you can return to the form at a later time
8. Once the form is complete and you have clicked the '**Submit for Signatures**' button, you must go back into ARMS to ensure the status of your form states '**Waiting for DC approval**' NOT 'Waiting for Signature'.
 9. If it says '**Waiting for Signature**' you will need to sign the form again.

