

Millington Middle School
TCAP/TNReady Proctor Sign-Up
Spring 2017

Dear Community Members:

As you know, the Spring TCAP/TNReady Test is quickly approaching, and we will need volunteers to help oversee students in our testing locations throughout the school building, per state of Tennessee regulations. TCAP Proctors will be asked to serve in individual classrooms or in the hallways as monitors. TCAP Proctor assignments will be based upon the number of volunteers we have available during the testing week. **Please arrive for TCAP Proctor Training at 7:00 a.m. on the morning of your scheduled assignment.**

Dates and Times Needed for TCAP Proctoring

Tuesday, April 18-7:30-10:00 a.m.
Wednesday, April 19-7:30-10:00 a.m.
Thursday, April 20-7:30-10:00 a.m.

Monday, April 24 – 7:30-10:00 a.m.
Tuesday, April 25-7:30-10:00 a.m.
Wednesday, April 26-7:30-10:00 a.m.
Thursday, April 27-7:30-10:00 a.m.

***Any portion of the time slots that you are available will be very helpful to us. You do not have to be available during the entire block of time in order to volunteer.**

If you will be able to assist us with TCAP proctoring on any of the above listed dates and/or times, please return the bottom portion of this form below with your contact information and someone will be in touch with you. **Please report to Millington Middle School by 7:15 a.m. on the days you are scheduled to proctor.** Thank you. Please call 901-873-8130 with questions.

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TCAP/TNReady Proctor Sign-Up Form

Name _____ Phone Number _____

Email _____

Available Dates (Circle Your Availability):

Apr. 18 Apr. 19 Apr. 20 Apr. 24 Apr. 25 Apr. 26 Apr. 27

Available Times (Write Your Availability):
