



KUTZTOWN AREA SCHOOL DISTRICT

Maximize potential, embrace change, create the future

Kutztown Area School District

Procedure for State Testing (PSSA/Keystones) of Home-school Students and Cyber Charter School Students:

1. Parent/educational supervisor makes a request to the building (principal and/or school counselor).
2. Building notifies Student Services Office of the request. Office confirms residency.
3. Building orders materials.
4. Building representative communicates with parent regarding test time, location, security, Code of Conduct for Test Takers.
5. Building representative prepares testing materials and administers test on site.
6. Building representative sends testing materials to DRC with rest of tests.