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**Testing Staff:** This form is valid only if signed and sealed by a school official or notary. Forms signed by school officials must be printed on school stationery. Do not accept as valid identification outside of the United States and/or if test taker is aged 21 or over.

# School Official/Notary: Complete this section, following the instructions on page 2.

The student described and pictured below signed this document in my presence. I have applied my official school or notary seal, ensuring that the seal has been placed on a portion of the student's picture.

Name of School Official or Notary:	
(Please print.	.)
School Official or Notary Signature:	Date*:
Name of Student:	
	(Please print)
Student Signature:	Date*:
	*This ID form is valid for one year.
Student's Photograph in this space School's	Student's Date of Birth:  Gender: M F (circle one.)
Seal	
I am the person whose signature, description	<ul> <li>Please bring this form every time you test.</li> <li>on, and picture appear above. I am signing this document (below) in the re(s) listed. My signature attests to the truthfulness of the statements</li> </ul>
Student Signature:	Test Date:
Student Signature:	Test Date:
Student Signature:	Test Date:
Charles Company	Total District

# **Instructions for Issuing the Student ID Form**

### **Authorized School Official or Notary Public:**

Issue this form to students who need a photo ID for test taking purposes as follows:

- 1. For Schools Copy the form onto school stationery.
- 2. Instruct the student to:
  - Print their name and date of birth. The name must exactly match the name they use on their registration and/or answer sheet.
  - Circle their sex.
  - Affix a current recognizable photo of themselves in the space provided. The photo must conform to the photo requirements given below.
  - Sign the form in your presence.
- 3. Apply the official school/notary seal in the space provided, ensuring that it overlaps a portion of the photo.
- 4. Sign and date the form.

#### **Student Reminders:**

- 1. Keep this form in a safe place.
- 2. Bring the form to the test site each time you take a test that is part of the TSI Assessments
- 3. Sign the form in the presence of the testing staff.

## **Photo Requirements:**

Make sure your photo:

- Shows only you—no other people are visible.
- . Shows a head-and-shoulders view with the entire face, both eyes and hair is clearly visible (a head covering worn for religious purposes is acceptable).
- . Is properly focused with no dark spots or shadows.
- . Is an original photo, not a copy.