

Attention, Parents! WE NEED YOUR HELP!



TNReady is right around the corner and we truly need volunteers to help serve as proctors for Grades 2 through 5. Please read carefully below to see how you can sign up to proctor during TNReady week! Thank you! 😊



Who can be a proctor during TNReady Week at Grahamwood Elementary?

Any parent/guardian willing to volunteer their time to assist us during TNReady Week may serve as a proctor at our school. This opportunity is available for every parent with students in preschool through fifth grade at Grahamwood Elementary. We do ask that volunteers make a commitment to be present for the entire duration of the TNReady day (8:15 am - 11:00 am) before they commit to help us on that particular day. As always, we appreciate any days and times that volunteers are able to assist us.

What is a proctor?

Some of the responsibilities of a TNReady proctor include:

- Assist with restroom breaks before testing begins each morning.
- Monitor students inside individual classrooms to be certain that they are marking answers properly, working on the appropriate test section, and observing the designated time limits.
- Provide assistance regarding irregular testing conditions, such as student sickness or interruptions.

When are volunteers needed to proctor for TNReady?

Grahamwood Elementary needs volunteers to serve as proctors from April 17th through May 5th. TNReady testing will be conducted for 10 days during **each** testing period. Therefore, we are looking for volunteers for the following days:

Day of the Week	Time
Monday, April 17 th	8:15 am - 11:00 am; (Approximate)
Tuesday, April 18 th	8:15 am - 11:00 am; (Approximate)
Wednesday, April 19 th	8:15 am - 11:00 am; (Approximate)
Thursday, April 20 th	8:15 am - 11:00 am; (Approximate)
Friday, April 21 st	8:15 am - 11:00 am; (Approximate)
Day of the Week	Time
Tuesday, April 25 th	8:15 am - 11:00 am; (Approximate)
Wednesday, April 26 th	8:15 am - 11:00 am; (Approximate)
Thursday, April 27 th	8:15 am - 11:00 am; (Approximate)
Friday, April 28 st	8:15 am - 11:00 am; (Approximate)

How do I sign up to serve as a proctor during TNReady Week?

Please fill out the form on the back and simply return to your child's teacher, as soon as possible. We thank you in advance for your assistance and willingness to help us out!



Grahamwood Elementary Volunteer Sign-up
TCAP / SAT 10 Week; April 25th – May 1st
Grades 2-5

Yes, I would like to be a TCAP/SAT 10 proctor during the week of April 25th - May 1, 2017,

Name _____

Child's Name _____ Teacher _____

Email address _____

Phone number _____

Please circle the day(s) that you are available to assist us from 8:15 am - 10:45 am:

Tuesday
(4/25/16)

Wednesday
(4/26/16)

Thursday
(4/27/16)

Friday
(4/28/16)

