

**ACCUPF**

**R<sup>®</sup>**

Date\*

# Instructions for Issuing the Student ID Form

## **5I H<CF -N98 G7 <CC@C: : -7 -5@CF BCH5FMDI 6@7**

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

1. Copy the form onto school stationery (if you're a school official.)
2. Instruct the student to:
  - a. Print their name and date of birth. The name must exactly match the name they use on the answer sheet.
  - b. Circle their sex. (This information is voluntary.)
  - c. Affix a current recognizable photo of themselves in the space provided. The photo should conform to the photo requirements below.
  - d. Sign and date the form.
3. Apply the official school/notary seal in the space provided, and be sure it overlaps a portion of the photo.
4. Sign and date the form.

## **GH 89BHF 9A -B89FG**

1. Keep this form in a safe place.
2. Bring the form to the test site each time you take an ACCUPLACER assessment.
3. Sign the form in the presence of testing staff.

School staff will write in the test date. The form is valid for one year after the date recorded on it when first issued.

## **GH 89BHD<CHC F 9E I -F 9A 9BHG**

Make sure your photo:

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