

# Computer Competency Assessment 2018-19 Registration Form



Student Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Results will be sent to the following  
Email address: \_\_\_\_\_

Student ID \_\_\_\_\_

Graduation Year \_\_\_\_\_

School Currently Attending \_\_\_\_\_

Software version: Microsoft Office 2016

**Please check the box next to the date to indicate when you would like to take the assessment. Students may only register for one test date at a time:**

Indicate Date of Attendance	Assessment Date	Time	Registration Deadline
<input type="checkbox"/>	Thursday, August 23	3:00 – 5:30 pm	Friday, August 17
<input type="checkbox"/>	Wednesday, November 14	3:00 – 5:30 pm	Friday, November 9
<input type="checkbox"/>	Saturday, January 5	9:00 – 11:30 am	Wednesday, January 2
<input type="checkbox"/>	Wednesday, January 16	3:00 – 5:30 pm	Friday, January 11
<input type="checkbox"/>	Saturday, February 23	9:00 – 11:30 am	Friday, February 15
<input type="checkbox"/>	Wednesday, March 6	3:00 – 5:30 pm	Friday, March 1
<input type="checkbox"/>	Saturday, April 20	9:00 – 11:30 am	Friday, April 12
<input type="checkbox"/>	Wednesday, May 1	3:00 – 5:30 pm	Friday, April 26
<input type="checkbox"/>	Wednesday, June 5	3:00 – 5:30 pm	Friday, May 31

### Registration Deadline:

There are 30 stations available in each testing session; registration is available on a first come first served basis. If the testing date is full, the student is registered for next testing date and notified of the change. Students who register after the deadline are automatically enrolled in the following testing date.

### Return this form by:

#### MAIL

KSD Administration Center, CTE Department  
1000 W Fourth Avenue, Kennewick, WA 99336

**FAX** to Computer Competency Assessment at (509) 222-5053

**SCAN** and email to [lori.hagadorn@ksd.org](mailto:lori.hagadorn@ksd.org)

**Computer Competency Assessment:**

You must bring your student identification (photo ID) to the assessment at Kennewick High School, room 117. Students should go to the main front door at Kennewick High School (door faces Dayton Street). If the door is not open, wait there until the teacher opens the door. Students should arrive at the testing site 10 minutes prior to the start of the assessment. On Wednesdays, students need to check in at the front office and get a visitor's badge prior to going to the testing room.

**Results:**

Students receive results within a week of testing via email. The student's boundary school receives assessment results and posts the results to the transcript if the student passed.

**Questions?** Please contact Abby Mattson at [abby.mattson@ksd.org](mailto:abby.mattson@ksd.org)