

Yee Wan

Subject: Important CELDT Packaging and Shipping Reminders August 20, 2009

Importance: High



EDUCATIONAL DATA SYSTEMS

Dear CELDT District Coordinator:

The following are important reminders when grouping, packaging and shipping your scorable test materials. Please follow these instructions or your district's reports may be subject to delay.

- The Kindergarten and grade one (K-1) reading and writing student book must be separated from the K-1 listening and speaking student book and each set of documents must have one Group Identification Sheet (GIS).
- Please fill out the School Group List with two entries each for K-1 tests. This includes one for the listening and speaking document counts and one for the reading and writing document counts.
- Districts must have the scorable materials boxes ready for pick-up the day after the pick-up is requested. Please note the following:
 - The original pick up request date will be nullified if the documents are not ready when UPS arrives to pick them up. The district will then be required to request another pick-up.
 - Educational Data Systems may charge the district a fee if UPS arrives at the pick-up location and the materials are not ready to be picked up.
 - Districts may not request that UPS arrive on a specific schedule or date.
 - If the test materials are not ready by the scheduled monthly due date, the district should include them with the next month's shipment.
- Please do not use any CTB/McGraw-Hill materials (i.e., envelopes, School Group Lists, Group Identification Sheets, shipping labels, etc.). Differences in barcodes and other electronic codes will not allow Educational Data Systems to process the materials in an accurate and timely manner.

Please refer to the Test Coordinator's Manual for detailed instructions on packing and shipping your materials. For further inquiries please contact the CELDT Customer Support Center at 866-850-1039 or by e-mail at support@celdt.org.

Sincerely,