

Return All Scorable Materials to the Testing Contractor

- ❑ **Complete SCORABLE Shipping Label for Each Box**
 - SCORABLE shipping labels are specific to each administration.
 - Verify district name and county-district number on labels. If the information is incorrect, cross it out and print the correct information clearly.
 - In the space on the labels, number each box of scorable materials in sequence (e.g., 1 of 3, 2 of 3, 3 of 3).

P-021 S-02260



SCORABLE

DISTRICT: EXAMPLE ISD
NUMBER: 999-999

BOX _____ OF _____

STAAR: APRIL 2014

To: PEARSON
ATTN: STAAR PROCESSING
905 W. HOWARD LANE
AUSTIN, TX 78753

999-999-ANS 0008797429 ANS

- ❑ **Seal the Boxes Securely, and Affix the Scorable Shipping Labels to the Boxes**
 - Make sure that the original box labels are removed or covered.
- ❑ **Call Carrier for Pickup of Scorable Materials**
 - The carrier telephone number is included in the freight materials package.
 - Contact the carrier two working days before the pickup date to request that your scorable materials be collected and returned to the address printed on your SCORABLE shipping labels.

Districts are required to maintain shipping records for five years.

Return All Nonscorable Materials to the Testing Contractor

☐ Prepare Nonscorable Materials for Shipping

- Return nonscorable materials by dates indicated on the Calendar of Events.
- Make sure that student answer documents have not been left in test booklets. If you find used answer documents that have been mistakenly left in test booklets, remove them for return with the scorable materials. If your scorable materials have already been returned, call Pearson's Austin Operations Center immediately at 800-627-0225 for instructions.
- Braille and large-print test booklets, STAAR and STAAR Modified regular-print test booklets that were included in the braille kits, and the specific braille instructions should be returned with the nonscorable test booklets.

☐ Pack Nonscorable Materials

- Pack for each administration of STAAR (including STAAR Spanish) and STAAR Modified either by campus or by district. If you are packing by campus, be sure that all the materials for a single campus and testing program are grouped together and packed in the box before adding materials from another campus.
- Do not mix STAAR materials with TELPAS or TAKS materials in the same shipment.

☐ Complete NONSCORABLE Shipping Label for Each Box

- NONSCORABLE shipping labels are specific to each administration.
- Verify district name and county-district number on labels. If the information is incorrect, cross it out and print the correct information clearly.
- In the space on the labels, number each box of nonscorable materials in sequence (e.g., 1 of 3, 2 of 3, 3 of 3).



Calendar of
Events

P-021 S-02260



NONSCORABLE

DISTRICT: EXAMPLE ISD
NUMBER: 999-999

BOX _____ OF _____

STAAR: APRIL 2014

To: PEARSON
ATTN: STAAR
710 W. HOWARD LANE, SUITE 200
AUSTIN, TX 78753



999-999-SEC 0008797429 SEC

- Seal the Boxes Securely, and Affix the Noncorable Shipping Labels to the Boxes**
 - Make sure that the original box labels are removed or covered.

- Call Carrier for Pickup of Nonscorable Materials**
 - The carrier telephone number is included in the freight materials package.
 - Contact the carrier listed on your freight materials package two working days before the pickup date to request that your nonscorable materials be collected and returned to the address printed on your NONSCORABLE shipping labels.

Districts are required to maintain shipping records for five years.