



2013 Building Coordinator's Manual

PAWS-ALT

Proficiency Assessments for
Wyoming Students-Alternate

CONTACT INFORMATION

Educational Testing Service (ETS)

If you need to order additional materials, have questions regarding receipt or return of assessment materials, need technical assistance, or have any other questions regarding the administration of the PAWS–ALT, please contact the ETS Customer Support Center:

TELEPHONE: 877-327-9415

FAX: 866-522-1646

EMAIL: Wyoming-Support@ets.org

The Customer Support Center hours of operation are Monday through Friday, 7 a.m. to 5 p.m., Mountain Standard Time.

To arrange for pickup of your school’s assessment materials after you have completed your planned administration and any make-up testing, please call United Parcel Service (UPS) at 800-877-1497.

Wyoming Department of Education (WDE)

If you have questions about Wyoming policy or procedures related to the Proficiency Assessments of Wyoming Students–Alternate (PAWS–ALT), please contact Pari Swanson, ALT Assessment Coordinator:

TELEPHONE: 307-777-5292

EMAIL: pari.swanson@wyo.gov

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INTRODUCTION

The Proficiency Assessments for Wyoming Students–Alternate (PAWS–ALT) is the statewide assessment created to ensure Wyoming’s compliance with the Individuals with Disabilities Education Act of 2004 (IDEA 2004) and the No Child Left Behind Act of 2001 (NCLB 2001). The PAWS–ALT assessment is aligned with the extended Academic Content Standards in reading, mathematics, and science. It measures the academic skills of students with the most significant cognitive disabilities who meet the requirements to take the PAWS–ALT and who have that qualification documented on their Individualized Education Programs (IEPs).

This *Building Test Coordinator’s Manual* includes information that the coordinator must read and understand in order to prepare for and manage the administration of the 2013 PAWS–ALT assessment. The Building Test Coordinator’s responsibilities are organized into three sections: Before the Administration, During the Administration, and After the Administration. Prior to testing, all Building Test Coordinators should read this manual and the *Directions for Administration* (DFA) to ensure that all testing procedures are understood.

STUDENT PARTICIPATION

All students in grades 3–8 are required to take the PAWS and students in grade 11 are required to take ACT Plus Writing. For the students who cannot participate in the general assessment, they will participate in the PAWS–ALT in grades 3–8 and 11 in reading and mathematics assessments, and in grades 4, 8, and 11 in science unless they are officially exempt.

In order to assist local education agencies (LEAs) in determining the most appropriate assessment for individual students, the WDE has developed requirements for participation in the state assessments as outlined in “Criteria to Determine Participation in Wyoming’s Alternate Assessment: PAWS–ALT,” which can be found on the WDE Website at http://edu.wyoming.gov/Programs/statewide_assessment_system/paws_alt.aspx, under “General Resources.”

Student participation in the PAWS–ALT assessment is discussed in greater detail in the DFA.

IMPORTANT DATES

EVENT	DATE
BEFORE THE ADMINISTRATION	
Pre-ID edit window opens	December 6, 2012
Pre-ID edit window closes	January 8, 2013
Materials received in schools	February 13, 2013
Additional order window opens	January 14, 2013
Additional order window closes	March 22, 2013
Student demographic data edit window opens	January 14, 2013
Student demographic data edit window closes	April 9, 2013
DURING THE ADMINISTRATION	
Test administration window opens	February 25, 2013
Test administration window closes	April 5, 2013
AFTER THE ADMINISTRATION	
Pack materials for return to ETS	After the last PAWS–ALT assessment at your school
Contact UPS to pick up materials at your school	Contact UPS whenever ALT materials are packed and ready for shipment.
Date by which all packages must be shipped	April 11, 2013

SECURITY

The Building Test Coordinator is responsible for maintaining the security of all PAWS–ALT assessment materials, including the SPE Student Test Booklets, the Student Demo Data Pages/SPE Score Sheets, the SPE Stimulus Materials, and all ancillary materials. Assessment materials may not be duplicated or shared with anyone who is not directly involved with the administration of the PAWS–ALT assessment. Security measures must be followed to ensure that assessment results are valid and reliable. Test security breaches must be reported to Pari Swanson, ALT Assessment Coordinator at 307-777-5292.

All PAWS–ALT assessment materials are secure documents and must remain in a secure environment **before, during, and after** the administration. Upon completion of testing, all PAWS–ALT assessment materials must be returned to ETS.

DO:

- Keep all test materials in a locked drawer or cabinet when they are not being handled by a Building Test Coordinator or Test Administrator
- Limit access to assessment materials only to persons involved in the test administration process
- Account for assessment materials before, during, and after the test administration window

DO NOT:

- Copy or reproduce assessment materials for any use other than modifying Stimulus Sets to promote student access to the PAWS–ALT assessment
- Share assessment materials with colleagues who will not administer the assessment
- Move materials from one building to another
- Retain any assessment materials after the administration

PAWS–ALT BUILDING TEST COORDINATOR’S CHECKLIST

This Checklist gives an overview of the tasks that the Building Test Coordinator is responsible for. As you complete each step, check the corresponding box. Before returning all materials to ETS, be sure that all tasks have been completed. Page numbers for the task details are provided for your convenience.

Maintain Security at All Times (Page 2)
<input type="checkbox"/> Test booklets
<input type="checkbox"/> Stimulus materials
Before the Administration (Pages 5–7)
<input type="checkbox"/> Verify that assessment materials have been inventoried and organized for the administration <ul style="list-style-type: none"> <input type="checkbox"/> Verify the materials supplied by ETS <input type="checkbox"/> Verify the materials supplied by the school <input type="checkbox"/> Distribute the DFA
<input type="checkbox"/> Verify the Pre-ID information and enrollment information on the ETS–TOMS Online Management System
<input type="checkbox"/> Review the requirements, training, and responsibilities of the Test Administrators and Second Scorers <ul style="list-style-type: none"> <input type="checkbox"/> Review the requirements of all Test Administrators <input type="checkbox"/> Review the requirements of all Second Scorers <input type="checkbox"/> Schedule training for Test Administrators, if needed <input type="checkbox"/> Schedule training for Second Scorers, if needed
<input type="checkbox"/> Meet with Test Administrators to ensure student eligibility for testing <ul style="list-style-type: none"> <input type="checkbox"/> Confirm that all students are scheduled for assessment during the testing window <input type="checkbox"/> Confirm that a Second Scorer has been designated for each assessment
<input type="checkbox"/> Distribute test materials to Test Administrators and Second Scorers
<input type="checkbox"/> Meet with Test Administrators and Second Scorers to review procedures and answer questions regarding the assessment
During the Administration (Pages 7–8)
<input type="checkbox"/> Ensure that security is maintained during the assessment
<input type="checkbox"/> Confirm that all students are assessed in an appropriate environment
<input type="checkbox"/> Confirm that incidents are reported properly
<input type="checkbox"/> Confirm that all Student Demo Data Pages/SPE Score Sheets are completed correctly
<input type="checkbox"/> Confirm that test materials are received from Test Administrators at the conclusion of each student’s assessment

After the Administration (Pages 9–10)

- | |
|---|
| <input type="checkbox"/> Confirm that all assessment materials have been received and accounted for |
| <input type="checkbox"/> Complete a header sheet (see Appendix for example) and place it on top of all Student Demo Data Pages/SPE Score Sheets being returned to ETS |
| <input type="checkbox"/> Use the envelope provided by ETS to return scorable materials to ETS |
| <input type="checkbox"/> Assemble all non-scorable materials |
| <input type="checkbox"/> Pack all non-scorable materials in the boxes in which the materials were received from ETS |
| <input type="checkbox"/> Schedule pickup of materials by calling UPS at 800-877-1497 |
| <input type="checkbox"/> Keep a copy of the UPS tracking number |

RESPONSIBILITIES OF BUILDING TEST COORDINATORS

BEFORE THE ADMINISTRATION

OVERVIEW

It is the responsibility of the Building Test Coordinator to oversee all aspects of the administration, and he or she should be available to the Test Administrators, Second Scorers, and other staff members to answer questions regarding procedures, training, incident reporting, and materials handling.

RECEIPT AND INVENTORY OF MATERIALS

The quantities of materials shipped to each school are based on the number of students loaded into the ETS–TOMS Online Management System as of January 8, 2013. Quantities include an additional 10% overage. Each box is marked and numbered in sequence. The building packing list will be in Box 1.

PAWS–ALT assessment materials will arrive in one shipment. Boxes should be opened within one day of receipt, and the Building Test Coordinator should inventory the materials to confirm that the contents of each box match the shipping notice supplied in Box 1 (see Appendix for example). After verifying that the materials are complete, the Building Test Coordinator should reseal each box so that security is maintained. The original shipping boxes are to be retained for use when returning materials to ETS.

NOTE: If the total number of boxes expected has not been received, if there is a discrepancy in the number of materials received, or if additional materials are required, please call the ETS Customer Support Center at 877-327-9415.

The following lists of materials indicate which are or are not supplied by ETS.

MATERIALS SUPPLIED BY ETS:

- *Building Test Coordinator’s Manual*
- *Directions For Administration (DFA)*
- Grade-specific SPE Student Test Booklets—2 per student
- Grade-specific stimulus cards—1 set per student
- Student Demo Data Pages/SPE Score Sheets (The SDDP/SPE Score Sheet for the Test Administrator and for the Second Scorer must be separated from the booklet that contains both Score Sheets.)
- Pre-ID labels (See Appendix for examples. There will be four Pre-ID labels: one for the Test Administrator Student Demo Data Page/SPE Score Sheet, one for the Second Scorer Student Demo Data Page/SPE Score Sheet, and two extra labels.)

- Building Test Coordinator’s Kit
 - Two copies of the *Building Test Coordinator’s Manual*
 - Blank PAWS–ALT school header sheet
 - Two PAWS–ALT school header sheets with school and district information already completed
 - Return instructions for shipping materials back to ETS
 - Return envelope with UPS 2-day air label affixed
- UPS return labels for the brown box (see Appendix for example)
- Student Roster

MATERIALS NOT SUPPLIED BY ETS:

- Manipulatives commonly found in students’ classrooms
- Enlargements of stimulus cards (The Test Administrator is responsible for this task.)
- Number 2 pencils with erasers
- Pencil sharpeners
- “Do Not Disturb” signs

ETS–TOMS PRE-IDENTIFICATION EDIT WINDOW

The ETS–TOMS system is an online management system that will enable schools to review student demographic and Pre-ID information and make revisions when needed.

It is the responsibility of the Building Test Coordinator or their designee to manage the student information reflected in the ETS–TOMS online system to ensure accurate reporting for each student.

All students correctly entered into the ETS–TOMS online system during the Pre-ID Edit Window (December 6, 2012, through January 8, 2013) will receive Pre-ID labels (see Appendix for examples). The Test Administrator will affix these labels to the Test Administrator’s Data Demo Pages/SPE Score Sheet and Second Scorer’s Data Demo Pages/SPE Score Sheets prior to administration.

Instructions on how to manage the student information reflected in the ETS–TOMS online system are provided in the ETS–TOMS online system *Users’ Guide*. To access the online management system, use the URL <http://wyedu.ets.org>. From this screen, select the login button “Login to ETS.”

MEETING WITH TEST ADMINISTRATORS

THE BUILDING TEST COORDINATOR SHOULD

Meet with Test Administrators to ensure that each student's eligibility is reviewed prior to the assessment. "Criteria to Determine Participation in Wyoming's Alternate Assessment: PAWS-ALT," can be found on the WDE Website at http://edu.wyoming.gov/Programs/statewide_assessment_system/paws_alt.aspx, under "General Resources."

Confirm with each Test Administrator that there is a Second Scorer designated for each assessment to be administered. It is recommended that each student be observed by the same Second Scorer across all content areas.

Distribute the DFA to Test Administrators and Second Scorers, who should review it prior to the administration.

Schedule a meeting with the Test Administrators and Second Scorers to review procedures and contact information.

Verify that each student to be assessed is scheduled within the administration window. Each student eligible for the PAWS-ALT assessment should be scheduled for the following tests:

- Grades 3–8 and 11: Reading and Mathematics
- Grades 4, 8, and 11: Science

Distribute assessment materials so test administrators have ample time to prepare for test administration.

DURING THE ADMINISTRATION

MANAGE DISTRIBUTION AND COLLECTION OF ASSESSMENT MATERIALS

It is the responsibility of the Building Test Coordinator to maintain an accurate record of assessment materials distributed to each Test Administrator and Second Scorer. Materials must be kept secure at all times and no assessment materials should be photocopied or shared with anyone who is not associated with the assessment.

When distributing the assessment materials to Test Administrators and Second Scorers, the Building Test Coordinator should include the following materials for each student:

- SPE Student Test Booklets
 - One for the Test Administrator
 - One for the Second Scorer
- Grade-level-specific stimulus materials—1 set per student

- Pre-ID labels (see Appendix for examples)
 - Four labels per student
 - One label for the Test Administrator’s Student Demo Data Page/SPE Score Sheet
 - One label for the Second Scorer’s Student Demo Data Page/SPE Score Sheet
 - Two extra labels
- The Student Demo Data Pages/SPE Score Sheets, which must be separated from the booklet containing the two Score Sheets

Once supplied and affixed to the Student Demo Data Pages/SPE Score Sheets for the student’s first test session, additional Pre-ID labels do not need to be provided for subsequent test sessions.

MONITOR TEST SESSIONS

It is the responsibility of the Building Test Coordinator to monitor the PAWS–ALT assessments while they are being administered. Security guidelines and administration procedures described in this *Building Test Coordinator’s Manual* and the DFA must be adhered to at all times. In addition, the Building Test Coordinator should be available to answer questions and resolve problems.

The Building Test Coordinator should ensure that each student is assessed in a suitable environment, similar to the one in which the student receives regular instruction.

Test Administration Incidents

Distractions and interruptions should be avoided during the assessment. However, in the event that a student becomes ill or unable to complete the assessment, the Test Administrator should inform the Building Test Coordinator, who will report the incident to Pari Swanson, ALT Assessment Coordinator at 307-777-5292.

The Student Demo Data Page/SPE Score Sheet

The Building Test Coordinator must ensure that the Test Administrator Student Demo Data Page/SPE Score Sheet and the Second Scorer Student Demo Data Page/SPE Score Sheet are completed correctly.

The SPE Score Sheet is a scannable document and cannot be photocopied. The Test Administrator should complete all the fields on the SPE Score Sheet before returning it to the Building Test Coordinator, and the Building Test Coordinator must review the document to confirm that all fields are complete. If fields have been left blank, the Building Test Coordinator must enter the required information.

AFTER THE ADMINISTRATION

GATHER MATERIALS

After each testing session, the Building Test Coordinator should collect all assessment materials from the Test Administrators and Second Scorers. All assessment materials are secure items and must be returned to the Building Test Coordinator. Assessment materials to be returned include:

- Test Administrator’s SPE Student Test Booklets
- Second Scorer’s SPE Student Test Booklets
- Test Administrator’s Student Demo Data Pages/SPE Score Sheets
- Second Scorer’s Student Demo Data Pages/SPE Score Sheets
- All stimulus cards and materials, including any materials that the Test Administrator enhanced

The Building Test Coordinator should complete the following tasks when testing is complete:

Review the Student Demo Data Pages/SPE Score Sheets from the Test Administrator and Second Scorer to be sure that the Pre-ID labels are correctly affixed and that all the boxes have been properly completed.

Ensure that all materials have been received from all Test Administrators and Second Scorers and that all students have been tested as scheduled.

Assemble and pack the materials for shipping back to ETS.

ASSEMBLE MATERIALS

Separate materials into the following batches:

SCORABLE MATERIALS—Scorable materials must be returned to ETS in the envelope that was included in the shipment of materials from ETS. These materials include:

- Test Administrator’s Student Data Demo Pages/SPE Score Sheets
- Second Scorer’s Student Data Demo Pages/SPE Score Sheets

NON-SCORABLE MATERIALS—Non-scorable materials must be returned to ETS in the box in which they were shipped from ETS. These materials include:

- Test Administrator’s SPE Student Test Booklets (used and unused)
- Second Scorer’s SPE Student Test Booklets (used and unused)
- Unused Student Data Demo Pages/SPE Score Sheets
- All stimulus cards and materials
- Unused Pre-ID labels

Materials not to be returned to ETS:

- *Building Test Coordinator's Manual*
- DFA

HEADER SHEETS

Fill out a school header sheet (see Appendix for example) for each school and place it on top of the Student Demo Data Pages/SPE Score Sheets, following these steps:

- Complete ONE header sheet per school
- Use a Number 2 pencil to fill out the header sheet
- Write in the Building Name and the District Name in Box 1
- If a blank school header sheet is used, write in the Building Code and the District Code and mark the corresponding bubbles in Boxes 2 and 3. If one of the pre-slugged school header sheets is used, this information will already be displayed and nothing further needs to be done in Boxes 2 and 3.
- Mark the number of Student Demo Data Pages/SPE Score Sheets there are under the header sheet

PACK AND SHIP MATERIALS

Scorable Materials

- Ensure that the school header sheet and student roster are on top of the used Student Demo Data Pages/SPE Score Sheets
- Put the header sheet and student roster with the Student Demo Data Pages/SPE Score Sheets into the return envelope (The envelope is pre-labeled.)
- Call UPS at 800-877-1497 to arrange a pickup at your school

Non-Scorable Materials

- Place all materials to be returned to ETS inside the same box in which they were shipped from ETS
- Seal the box—securely tape the box on the top and the bottom
- Affix the UPS label on the box
- Mark the number of boxes being returned on the outside of the boxes (i.e., Box 1 of 3, Box 2 of 3, etc.)
- Write the building name and building code on the UPS label
- Call UPS at 800-877-1497 to arrange a pickup at your school

NOTE: If you need additional header sheets or UPS labels, please call the ETS Customer Support Center at 877-327-9415 and request the materials be sent to your site.

TEST ADMINISTRATORS AND SECOND SCORERS: REQUIREMENTS, TRAINING, AND RESPONSIBILITIES

TEST ADMINISTRATORS

REQUIREMENTS

Test Administrators must hold a current Wyoming certificate of Teaching License, provide instruction to the assessed student on a regular basis, and complete the PAWS–ALT administration and scoring training requirements mandated by the WDE.

Certified education professionals qualified to administer the PAWS–ALT include:

- A regular education teacher
- A principal
- An assistant principal
- A school counselor
- A school psychologist
- A speech/language therapist
- An occupational therapist

Non-certified staff members, para-educators, and substitute teachers may NOT administer the PAWS–ALT.

TRAINING

Test Administrators must complete the PAWS–ALT Assessment online training at <http://wy.ziptrain.com> prior to the administration. Each Test Administrator must provide the certificate of completion to the Building Principal. It is the role of the Building Test Coordinator to ensure that the Test Administrators complete the required training, scheduling training sessions if necessary.

- The online training includes:
 - Overview module
 - Student Performance Events (SPE) module
 - Student Performance Events (SPD) Administration Examples
 - 2–3 Examples in Reading, Mathematics, Science, and Writing
 - Materials section
 - Passing the required proficiency/refresher tests
 - Receiving a Certificate of Completion

RESPONSIBILITIES

The Test Administrator leads and coordinates the assessment administration.

Test Administrator responsibilities include:

- Ensuring the eligibility of each student being assessed
- Completing the Student Demo Data Page/SPE Score Sheet for each student
- Notifying the Building Test Coordinator of the testing schedule to ensure proper monitoring of each assessment
- Planning, administering, and scoring the SPE according to administration criteria
- Enlisting qualified staff to serve as Second Scorers per administration requirements
- Ensuring that all records of student performance are recorded in one SPE Test Booklet, in the event that there is more than one Second Scorer and that the Student Demo Data Page/SPE Score Sheet has been provided for the Second Scorer
- Returning all assessment materials to the Building Test Coordinator

SECOND SCORERS

REQUIREMENTS

Second Scorers must hold a current Wyoming certificate of Teaching License, be familiar with the student being assessed, and complete the PAWS–ALT training requirements mandated by the WDE.

Certified education professionals qualified to administer the PAWS–ALT include:

- Another special education teacher
- A regular education teacher
- A principal
- An assistant principal
- A school counselor
- A school psychologist
- A speech/language therapist
- An occupational therapist

TRAINING

Second Scorers must complete the online training and pass the SPE Proficiency Test. This training can be completed via the PAWS–ALT online training Website, <http://wy.ziptrain.com>. Second Scorer certification requires that the training be completed prior to the beginning of the PAWS–ALT administration window. It is the role of the Building Test Coordinator to ensure that the Second Scorers complete the required training, scheduling training sessions if necessary.


- The online training includes:
 - Overview module
 - Student Performance Events (SPE) module
 - Administration Examples
 - Several examples in Reading, Mathematics, Science, and Writing
 - Materials section
 - Passing the required proficiency/refreshers tests
 - Receiving a Certificate of Completion

RESPONSIBILITIES

- Meet with the Test Administrator to prepare for the administration ahead of time
- Directly observe and score the student responses on the score sheet as the test is being administered
- It is recommended that each student be observed by the same Second Scorer across all content areas

APPENDIX

SAMPLE PRE-ID LABEL

XXXPROGRAM/STATEXXX	
XXXXXXXXXXXXXXXXXXXXX	XXXFIRSTNAMEXXX X
	DOB: XXXXXXXXXXXX
YYYYMM123456789	Grade: XX
	Gender: X
	Admin: XXXXXXXXXXXXXXXXX
	School ID: XXXXXXXXXXXX
School Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
District Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
WISER ID: XXXXXXXXXXXXXXXX	

SHIPPING NOTICE

Destination:
 Sally Goodnight
 Wheatland Middle School
 2600 W. Mariposa Pkwy
 Wheatland WY 82201
 USA



Origin:
 Distribution Center
 PO Box 77435
 225 Phillips Blvd.
 Ewing NJ 08628
 USA

Phone No:

E1 Order #: 2041852


Program Name:	WYOMING
ID Number:	1601050
Test Date / Type:	May 2012
Shipment Type / MMYYYY:	Initial 052012

Order Number: WYO1601050
Drop Shipment Recipient ID:

Box ID	Item ID	Item Description	QTY	Serial No. Range
6918027	767074	WYOMING 2012 STUDENT WRITING PILOT TEST BOOK GRADE 6	65	
6918027	767075	WYOMING 2012 STUDENT WRITING PILOT TEST BOOK GRADE 7	80	
6918027	767075	WYOMING 2012 STUDENT WRITING PILOT TEST BOOK GRADE 7	5	
6918027	767076	WYOMING 2012 STUDENT WRITING PILOT TEST BOOK GRADE 8	75	
6918027	767078	WYOMING 2012 STUDENT WRITING PILOT BUILDING C COORDINATOR KIT	1	
6918027	767090	WYOMING DFA AND BCM 2012	15	
6918027	767112	WYOMING SCORING GUIDELINE - GRADE 6 2012	65	
6918027	767113	WYOMING SCORING GUIDELINE - GRADE 7 2012	80	
6918027	767113	WYOMING SCORING GUIDELINE - GRADE 7 2012	5	
6918027	767114	WYOMING SCORING GUIDELINE - GRADE 8 2012	75	
6918026	767140	WYOMING WRITING PILOT PRE- ID LABELS 2012	1	

Number of Boxes: 2	Total Quantity:	467
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SAMPLE HEADER SHEET



Proficiency Assessment of Wyoming Students – Alternate 2013 SCHOOL HEADER SHEET

1. Building Name: _____
District Name: _____

2. Building Code

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

3. District Code

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---


4. Number of Student Demographic Data Pages returned under this Header Sheet.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

5. The Building Test Coordinator should complete this form.

The information provided on this Header Sheet has been reviewed by me and is accurate.


Print Name _____ Date _____



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INSTRUCTIONS

Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.

1. Write the BUILDING NAME and the DISTRICT NAME on the lines provided.
- 2&3. If the School Header has the Building Code and District Code already filled in, you don't need to enter anything into these boxes. If you are using a blank School Header, in the row of boxes under the words BUILDING CODE, indicate the Building Code and grid the corresponding bubbles. In the row of boxes under the words DISTRICT CODE, indicate the District Code and grid the corresponding bubbles.
4. In the row of boxes under the words NUMBER OF STUDENT DEMOGRAPHIC DATA PAGES RETURNED UNDER THIS HEADER SHEET, write the total number of Student Demographic Data Pages returned. Fill in the zeros before the actual number (i.e., 000005 or 000015, etc.).
5. Print your name and date as the person completing this form.

RETURN LABEL

5 LBS
RS

SHIP TO:
RS RETURNS 00107
200 LUDLOW DRIVE
EWING NJ 08638




NJ 086 0-04



UPS 2ND DAY AIR 2

TRACKING #: 1Z 022 6R8 87 6911 0008



BILLING: P/P
DESC: RS RETURNS
RETURN SERVICE

REF 1: 00107
REF 2: 2091000

Creative 9.1.9 - UPS Customer Solution

STEP 1 - BOX _____ OF _____
2091000



STEP 2 - CTR NAME: _____
STEP 3 - CENTER #: _____

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