



DELIVERY VERIFICATION FORM

(Must be completed by the District Test Coordinator)

SPRING 2008

Complete this form immediately upon receipt of LAA 1 test materials from Data Recognition Corporation (DRC). Fax the completed form to the Louisiana Customer Service Representative at DRC (no cover sheet necessary). DRC will call or email each District Test Coordinator who does **not** return this form by Thursday, January 31. This verification helps ensure test security and prompt follow-up if you **do not** receive your materials by the expected date.

District Test Coordinator Name _____

Date Received _____

District Name _____

District Site Code _____

Number of Boxes Received _____

Fax no later than Thursday, January 31, 2008, to:

Louisiana Customer Service Representative

Data Recognition Corporation

Fax: 763-268-3007



**Additional Materials Request
Spring 2008
Fax to DRC: 763-268-3007**

DTC NAME: _____ **DATE:** _____
DISTRICT CODE: _____ **PHONE :** _____
DISTRICT NAME: _____
SHIPPING ADDRESS: _____

REASON FOR REQUEST: _____ Packaging error _____ Change in enrollment _____ Other (misplaced, destroyed, etc.)

<u>Quantity</u>	<u>Item</u>
_____	Small shipping boxes
_____	Large shipping boxes
_____	Scorable Response Document Return Envelope
_____	Task Descriptions (VI-Blind Students) (indicate grade span)
_____	CDs (indicate grade span)
_____	LAA 1 <i>Test Coordinator Manual</i> (includes comment sheet)
_____	LAA 1 <i>Test Administration Manual</i> (includes comment sheet)
_____	Grade 3–4 LAA 1 Administrator Booklets
_____	Grade 5–6 LAA 1 Administrator Booklets
_____	Grade 7–8 LAA 1 Administrator Booklets
_____	Grade 9–11 LAA 1 Administrator Booklets
_____	Grade 3–4 LAA 1 Student Booklets
_____	Grade 5–6 LAA 1 Student Booklets
_____	Grade 7–8 LAA 1 Student Booklets
_____	Grade 9–11 LAA 1 Student Booklets
_____	Grade 3–4 LAA 1 Response Documents
_____	Grade 5–6 LAA 1 Response Documents
_____	Grade 7–8 LAA 1 Response Documents
_____	Grade 9–11 LAA 1 Response Documents
_____	Grade 3–4 LAA 1 Manipulatives List
_____	Grade 5–6 LAA 1 Manipulatives List
_____	Grade 7–8 LAA 1 Manipulatives List
_____	Grade 9–11 LAA 1 Manipulatives List

DEADLINE FOR ORDERING ADDITIONAL MATERIALS IS FRIDAY, FEBRUARY 1.



**Additional Labels Request
Spring 2008
Fax to DRC: 763-268-3007**

DTC NAME: _____ **DATE:** _____

DISTRICT CODE: _____ **PHONE NO:** _____

DISTRICT NAME: _____

SHIPPING ADDRESS: _____

ADDITIONAL SINGLE-DOCUMENT LABELS

(LAA 1)

Specify number of sheets for each school.
(One sheet contains 10 labels.)

Number of Sheets	School Site Code
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____

ADDITIONAL DRC RETURN LABELS

(LAA 1)

Specify number of sheets for each school.
(One sheet contains 4 labels.)

Number of Sheets	School Site Code
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____

DEADLINE FOR ORDERING ADDITIONAL MATERIALS IS FRIDAY, FEBRUARY 1.

Additional Materials Request Form

SCHOOL—SPRING 2008

Fax to DTC: _____



STC NAME: _____
SCHOOL CODE: _____
DISTRICT NAME: _____
SHIPPING ADDRESS: _____

DATE: _____
PHONE : _____

Quantity

Item

_____	Small shipping boxes	
_____	Large shipping boxes	
_____	Scorable Response Document Return Envelope	
_____	Task Descriptions (VI-Blind Students) (specify grade span)	
_____	CDs (specify grade span)	
_____	LAA 1 <i>Test Coordinator Manual</i> (comment sheet)	
_____	LAA 1 <i>Test Administration Manual</i> (comment sheet)	
_____	Grade 3–4 LAA 1	Administrator Booklets
_____	Grade 5–6 LAA 1	Administrator Booklets
_____	Grade 7–8 LAA 1	Administrator Booklets
_____	Grade 9–11 LAA 1	Administrator Booklets
_____	Grade 3–4 LAA 1	Student Booklets
_____	Grade 5–6 LAA 1	Student Booklets
_____	Grade 7–8 LAA 1	Student Booklets
_____	Grade 9–11 LAA 1	Student Booklets
_____	Grade 3–4 LAA 1	Response Documents
_____	Grade 5–6 LAA 1	Response Documents
_____	Grade 7–8 LAA 1	Response Documents
_____	Grade 9–11 LAA 1	Response Documents
_____	Grade 3–4 LAA 1	Manipulatives List
_____	Grade 5–6 LAA 1	Manipulatives List
_____	Grade 7–8 LAA 1	Manipulatives List
_____	Grade 9–11 LAA 1	Manipulatives List

DEADLINE FOR ORDERING ADDITIONAL MATERIALS IS FRIDAY, FEBRUARY 1.

Additional Labels Request

SCHOOL—SPRING 2008

Fax to DTC: _____



STC NAME: _____
SCHOOL CODE: _____
SCHOOL NAME: _____

DATE: _____
PHONE NO: _____

**ADDITIONAL SINGLE-DOCUMENT LABELS
(LAA 1)**

Specify number of sheets for each school.
(One sheet contains 10 labels.)

Number of Sheets	School Site Code
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____

**ADDITIONAL DRC RETURN LABELS
(LAA 1)**

Specify number of sheets for each school.
(One sheet contains 4 labels.)

Number of Sheets	School Site Code
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____
_____	_____ - _____

DEADLINE FOR ORDERING ADDITIONAL MATERIALS IS FRIDAY, FEBRUARY 1.



RETURN VERIFICATION FORM

(Must be completed by the District Test Coordinator)

SPRING 2008

Complete this form upon receipt of LAA 1 materials from your participating schools. Fax it to the Louisiana Customer Service Representative at Data Recognition Corporation immediately after UPS has picked up the box(es) of test materials (no cover sheet necessary). Accurate completion of this form ensures test security and prompt follow-up if DRC **does not** receive your materials by the expected date.

District Test Coordinator Name _____

Date Shipped _____

District Name _____

District Site Code _____

Number of Boxes Shipped _____

**UPS is automatically scheduled to pick up LAA 1 materials on
Tuesday, April 1, 2008.**

**Louisiana Customer Service Representative
Data Recognition Corporation
Fax: 763-268-3007**