



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Monday, February 26, 2007  
**RE:** LEAP, GEE, and iLEAP REMINDER!

### ▪ **Delivery Verification Form**

Materials for LEAP, GEE, and iLEAP will arrive Monday–Wednesday, February 26–28. Complete and fax the Delivery Verification Form to DRC **no later than Friday, March 2**, to confirm receipt of all boxes of test materials. DRC's fax number is 763-268-3007.

All DTC forms are located in the binder provided at the DTC Workshop. They are also found online at [www.louisianaschools.net](http://www.louisianaschools.net). Click on Testing, then Test Coordinators Materials.

### ▪ **Delivery of Large-Print and Braille**

Large-print and braille test materials will arrive in a separate shipment on **Thursday, March 8**. To prevent last minute requests, please take time to review the Large-Print and Braille Materials Ordered Form, boxed with the district materials you will receive this week, and confirm the quantities listed for your district's schools.

### ▪ **The deadline for ordering additional materials is Friday, March 9**

Use the second page of the Additional Materials Request Fax Form to request additional linking or single-document labels. All orders received after 1:00 P.M. will be processed on the next business day. All orders are shipped via ground, 3-day service.

### ▪ **Special Populations information** can be found at [www.louisianaschools.net](http://www.louisianaschools.net). Click on Testing in the Home Tab, then use the drop-down menu under Special Populations in the blue box on the right.

### ▪ **Preidentified Answer Documents**

Students who are identified as needing to retest will receive preidentified answer documents rather than preidentified labels. Test administrators will still need to code information regarding education classification, exceptionalities, and accommodations.



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Monday, March 5, 2007  
**RE:** LAA 2 REMINDER!

▪ **Delivery Verification Form**

Test materials for the LEAP Alternate Assessment, Level 2 (LAA 2) will arrive Monday–Wednesday, March 5–7. Complete and fax the Delivery Verification Form to DRC **no later than Friday, March 9**, to confirm receipt. DRC’s fax number is 763–268–3007.

▪ **The deadline for ordering additional materials is Friday, March 9!**

Use the back side of the Additional Materials Request Fax Form to request additional single-document labels. All orders received after 1:00 P.M. will be processed on the next business day. All orders are shipped via ground, 3-day service.

▪ **Ordering Large-Print and Braille LAA 2 Materials**

Large-print and braille test materials will arrive in a separate shipment on **Wednesday, March 14**. To prevent last minute requests, please take time to review the Large-Print and Braille Materials Ordered Form, boxed with the district materials you will receive this week, and confirm the quantities listed for your district’s schools. The deadline for ordering additional large-print and braille materials is **Friday, March 16**.



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Monday, March 5, 2007  
**RE:** LEAP, GEE, *i*LEAP, and LAA 2 REMINDER!

## TA Number Assignment

School Test Coordinators must update or assign TA numbers for test administrators and proctors via the Test Administrator System (LEAP*web* Reporting System) during the period of **March 5–30**. The TA numbers assigned in February will carry over to spring; do not delete assignments made for February. The system is available starting today.

These assignments apply to the LEAP, GEE, *i*LEAP, and LAA 2 testing programs. Refer to the User's Manual provided online.

Students will be instructed to code their test administrator's three-digit TA number on their answer documents before testing.

## Calculators

Testing schedules for LEAP, GEE, *i*LEAP, and LAA 2 allow for the following:

Calculators provided to students for the *i*LEAP Math test on Monday, March 19, can be collected and redistributed (as needed) to LEAP and LAA 2 students on Tuesday and Wednesday, March 20 and 21, and to GEE students on Wednesday and Thursday, March 21 and 22.



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Wednesday, March 21, 2007  
**RE:** LEAP and GEE FAST TRACK PICKUP REMINDER!

## Fast Track Instructions

Follow these step-by-step instructions carefully. If you have problems scheduling your **fast track pickup of LEAP and GEE used answer documents** with UPS using these procedures, call the Louisiana customer service representative at DRC.

### Instructions for calling UPS

1. Affix a **UPS Next-Day Air Return Service** label to the top of each box, next to the DRC return label. Call **UPS** 24 hours in advance at **1-866-857-1501**. Same-day service is not available in all areas.
2. Identify yourself as a Data Recognition Corporation customer.
3. Tell the representative you have **Next-Day Air Return Service** labels and state the tracking number for box 1 only. (This will let UPS know that DRC is responsible for all return charges.)
4. Tell the UPS customer service representative you need to schedule a **one-time pickup on Tuesday, March 22**.
5. Tell the representative the number of boxes, the approximate weight of your heaviest box, and the date and time your boxes will be ready for pickup.

### Fast track pickup includes only the following materials:

- ◆ LEAP *English Language Arts/Mathematics* used answer documents for all fast track designated schools
- ◆ GEE *Science/Social Studies* used answer documents for all fast track designated schools



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Wednesday, March 14, 2007  
**RE:** LEAP, GEE, iLEAP, and LAA 2 REMINDER!

## TA Number Assignment

**To verify that all School Test Coordinators in your district have assigned TA numbers for next week's statewide assessments, follow these instructions:**

1. Log into the Test Administrator System (LEAP*web* Reporting System).
2. Click on Summary Report in the blue bar at the top of the screen.  
(If you highlight the district name in the left column, the report will include all schools; if you highlight the name of an individual school in the left column, the report for that school only will appear.)
3. Press the Print button if you wish to print the report.

If no test administrator names have been entered for a school and the school is participating in LEAP, GEE, iLEAP, or LAA 2, contact the School Test Coordinator immediately to ensure TA number assignments are made. Each test administrator must be provided a TA number before LEAP, GEE, iLEAP, or LAA 2 test administration begins.



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Wednesday, March 14, 2007  
**RE:** LEAP, GEE, and iLEAP REMINDER!

## **Answer Documents for Approved Home Study Program Students and LEAP Nonpublic School Students**

- ✓ Home study program students are not eligible to participate in LAA 2.
- ✓ Test administrators must **not** affix linking or single-document labels to answer documents for LEAP, GEE, or iLEAP approved home study program students who did not receive preidentified answer documents.
- ✓ Answer documents for LEAP, GEE, or iLEAP approved home study program students and LEAP nonpublic school students who did not receive preidentified answer documents should be hand-coded by the test administrator according to instructions for answer documents with linking or single-document labels.
- ✓ The School Test Coordinator must return these answer documents to the District Test Coordinator in box 1 of the school's pickup 4 materials for each testing program.
- ✓ The District Test Coordinator must affix linking labels or single-document labels to the answer documents for LEAP, GEE, or iLEAP approved home study program students, using the Home Study (998) labels provided for each testing program.
- ✓ The District Test Coordinator must affix single-document labels to the English Language Arts/Mathematics answer documents for LEAP nonpublic school students, using the Nonpublic (999) labels provided by DRC.
- ✓ The District Test Coordinator must return all answer documents for LEAP, GEE, or iLEAP approved home study program students and LEAP nonpublic school students in pickup 4, using the envelopes provided for each testing program.



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Wednesday, March 14, 2007  
**RE:** LEAP, GEE, *i*LEAP, and LAA 2 REMINDER!

## TEST SECURITY PROCEDURES

Accurate completion of Security Checklists is essential for tracking secure documents and ensuring test security.

- ★ All security numbers for *additional* answer documents and test booklets requested from DRC must be added to School Security Checklists. The District and School Test Coordinator must keep all photocopies of School Security Checklists on file for one year. Do **not** return copies of Security Checklists to DRC.
- ★ The **Test Administrator** must sort answer documents according to the Post-Test Procedures in the *Test Administration Manual*, ensuring that bar-code labels are affixed to used answer documents (excluding those for LEAP, GEE, or *i*LEAP home study program students and LEAP nonpublic school students). He or she must write on each paper band to identify the documents for the School Test Coordinator ("Makeup," "Home Study," "Accountability," "Used," or "Unused").
- ★ The **School Test Coordinator** must verify the distribution and return of each answer document and test booklet during testing, using the Security Checklists provided. If it is helpful, the School Test Coordinator may request that test administrators arrange answer documents within each paper-banded stack according to security number. The School Test Coordinator must affix a paper-band label to each paper-banded classroom stack of answer documents and check the appropriate box on the paper-band label to identify the answer documents.
- ★ Using the interoffice envelope provided for each testing program, the **School Test Coordinator** will send photocopies of security checklists to the **District Test Coordinator**, who will then verify the return of each school's answer documents and test booklets.



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Wednesday, March 14, 2007  
**RE:** ELDA REMINDER!

▪ **Delivery Verification Form**

Materials for ELDA will arrive Wednesday–Friday, March 14–16. Complete and fax the Delivery Verification Form to DRC **no later than Wednesday, March 21**, to confirm receipt of all boxes of test materials. DRC’s fax number is 763-268-3007.

All DTC forms are located in the binder provided at the DTC Workshop. They are also found online at [www.louisianaschools.net](http://www.louisianaschools.net). Click on Testing, then Test Coordinators Materials.

▪ **The deadline for ordering additional materials is Friday, March 30.**

Use the second page of the Additional Materials Request Fax Form to request additional bar-code labels. All orders received after 1:00 P.M. will be processed on the next business day. All orders are shipped via ground, 3-day service.

▪ **Preidentified Inventories and Answer Documents.**

Students who are identified as needing to test will receive preidentified inventories or answer documents rather than preidentified labels. Test administrators will still need to code information regarding education classification; first or native language; whether the student was born in the U.S.; if not born in U.S., date of entry into the U.S.; type of specialized language program; and the length of time the student has been enrolled in the program; exceptionalities, and accommodations. If a student receives a preidentified inventory or answer document and is not testing, the principal must complete field X (nonparticipation codes).





**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Friday, March 23, 2007  
**RE:** iLEAP FAST TRACK PICKUP REMINDER!

## Fast Track Instructions

Follow these step-by-step instructions carefully. If you have problems scheduling your **fast track pickup of iLEAP used answer documents** with UPS using these procedures, call the Louisiana customer service representative at DRC.

### Instructions for calling UPS

1. Affix a **UPS** Next-Day Air Return Service label to the top of each box, next to the DRC return label. Call **UPS** 24 hours in advance at **1-866-857-1501**. Same-day service is not available in all areas.
2. Identify yourself as a Data Recognition Corporation customer.
3. Tell the representative you have **Next-Day Air Return Service** labels and state the tracking number for box 1 only. (This will let UPS know that DRC is responsible for all return charges.)
4. Tell the UPS customer service representative you need to schedule a **one-time pickup on Monday, March 26**.
5. Tell the representative the number of boxes, the approximate weight of your heaviest box, and the date and time your boxes will be ready for pickup.

### Fast track pickup includes only the following materials:

- ◆ iLEAP used answer documents for fast track designated schools, all grades



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Thursday, March 22, 2007  
**RE:** LEAP and GEE REMINDER!

## Pickup 1 Instructions

Follow these step-by-step instructions carefully. If you have problems scheduling **pickup 1 of LEAP and GEE used answer documents** with UPS using these procedures, call the Louisiana customer service representative at DRC.

### Instructions for calling UPS

1. Affix a **UPS Next-Day Air Return Service** label to the top of each box, next to the DRC return label. Call **UPS** 24 hours in advance at **1-866-857-1501**. Same-day service is not available in all areas.
2. Identify yourself as a Data Recognition Corporation customer.
3. Tell the representative you have **Next-Day Air Return Service** labels and state the tracking number for box 1 only. (This will let UPS know that DRC is responsible for all return charges.)
4. Tell the UPS customer service representative you need to schedule a **one-time pickup** on **Friday, March 23**.
5. Tell the representative the number of boxes, the approximate weight of your heaviest box, and the date and time your boxes will be ready for pickup.

### Pickup 1 includes the following materials:

- ◆ LEAP grades 4 and 8 *English Language Arts/Mathematics* used answer documents
- ◆ GEE *English Language Arts/Mathematics* and *Science/Social Studies* used answer documents



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Monday, March 26, 2007  
**RE:** LEAP and GEE REMINDER!

## Pickup 2 Instructions

Follow these step-by-step instructions carefully. If you have problems scheduling **pickup 2 of LEAP and GEE used answer documents** with UPS using these procedures, call the Louisiana customer service representative at DRC.

### Instructions for calling UPS

1. Affix a **UPS** Next-Day Air Return Service label to the top of each box, next to the DRC return label. Call **UPS** 24 hours in advance at **1-866-857-1501**. Same-day service is not available in all areas.
2. Identify yourself as a Data Recognition Corporation customer.
3. Tell the representative you have **Next-Day Air Return Service** labels and state the tracking number for box 1 only. (This will let UPS know that DRC is responsible for all return charges.)
4. Tell the UPS customer service representative you need to schedule a **one-time pickup on Tuesday, March 27**.
5. Tell the representative the number of boxes, the approximate weight of your heaviest box, and the date and time your boxes will be ready for pickup.

### Pickup 2 includes the following materials:

- ◆ LEAP and GEE *Science/Social Studies* used answer documents



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Monday, March 26, 2007  
**RE:** LAA 1 REMINDER!

## **Pickup Instructions for LAA 1**

Follow these step-by-step instructions carefully. If you have problems scheduling the pickup of **LAA 1 scorable and nonscorable materials** with UPS using these procedures, call the Louisiana customer service representative at DRC.

### **Instructions for calling UPS**

1. Affix a **UPS** Next-Day Air Return Service label to the top of each box, next to the DRC return label. Call **UPS** 24 hours in advance at **1-866-857-1501**. Same-day service is not available in all areas.
2. Identify yourself as a Data Recognition Corporation customer.
3. Tell the representative you have **Next-Day Air Return Service** labels and state the tracking number for box 1 only. (This will let UPS know that DRC is responsible for all return charges.)
4. Tell the UPS customer service representative you need to schedule a **one-time pickup on Tuesday, March 27**.
5. Tell the representative the number of boxes, the approximate weight of your heaviest box, and the date and time your boxes will be ready for pickup.

### **Return the following LAA 1 scorable and nonscorable materials via UPS:**

- ◆ Used LAA 1 response documents
- ◆ Used LAA 1 response documents with accountability data
- ◆ Unused non-identified LAA 1 response documents
- ◆ Unused LAA 1 Instruments
- ◆ All comment sheets

*Retain all used LAA 1 Instruments; these are to be kept in students' IEP folders.*



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Tuesday, March 27, 2007  
**RE:** iLEAP PICKUP REMINDER!

## Pickup 3 Instructions

Follow these step-by-step instructions carefully. If you have problems scheduling **pickup 3 of iLEAP used answer documents** with UPS using these procedures, call the Louisiana customer service representative at DRC.

### Instructions for calling UPS

1. Affix a **UPS** Next-Day Air Return Service label to the top of each box, next to the DRC return label. Call **UPS** 24 hours in advance at **1-866-857-1501**. Same-day service is not available in all areas.
2. Identify yourself as a Data Recognition Corporation customer.
3. Tell the representative you have **Next-Day Air Return Service** labels and state the tracking number for box 1 only. (This will let UPS know that DRC is responsible for all return charges.)
4. Tell the UPS customer service representative you need to schedule a **one-time pickup on Wednesday, March 28**.
5. Tell the representative the number of boxes, the approximate weight of your heaviest box, and the date and time your boxes will be ready for pickup.

### Pickup 3 includes the following materials:

- ◆ iLEAP used answer documents for all grades



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Thursday, March 29, 2007  
**RE:** LEAP, GEE, iLEAP, and LAA 2 REMINDER!

## Pickup 4 Instructions

Follow these step-by-step instructions carefully. If you have problems scheduling **pickup 4 of LEAP, GEE, iLEAP, and LAA 2 scorable materials** with UPS using these procedures, call the Louisiana customer service representative at DRC.

### Instructions for calling UPS

1. Affix a **UPS Next-Day Air Return Service** label to the top of each box, next to the DRC return label. Call **UPS** 24 hours in advance at **1-866-857-1501**. Same-day service is not available in all areas.
2. Identify yourself as a Data Recognition Corporation customer.
3. Tell the representative you have **Next-Day Air Return Service** labels and state the tracking number for box 1 only. (This will let UPS know that DRC is responsible for all return charges.)
4. Tell the UPS customer service representative you need to schedule a **one-time pickup on Friday, March 30**.
5. Tell the representative the number of boxes, the approximate weight of your heaviest box, and the date and time your boxes will be ready for pickup.

### Pickup 4 includes the following materials:

- ◆ All LAA 2 used answer documents
- ◆ All LEAP, GEE, iLEAP, and LAA 2 makeup test used answer documents
- ◆ All LEAP, GEE, iLEAP, and LAA 2 accountability answer documents
- ◆ All LEAP, GEE, and iLEAP approved home study program used answer documents
- ◆ All LEAP nonpublic school used answer documents (*English Language Arts/Mathematics*)
- ◆ All LEAP, GEE, iLEAP, and LAA 2 **unused answer documents**



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Thursday, March 29, 2007  
**RE:** LEAP, GEE, iLEAP, and LAA 2 REMINDER!

## Pickup 5 Instructions

Follow these step-by-step instructions carefully. If you have problems scheduling **pickup 5 of LEAP, GEE, iLEAP, and LAA 2 nonscorable materials** with Manna Freight Systems using these procedures, call the Louisiana customer service representative at DRC. Arrange for pickup 5 to take place anytime during the period of **April 2–5**.

### INSTRUCTIONS FOR CONTACTING MANNA FREIGHT SYSTEMS

1. Establish a connection to the Internet. Go to [www.ReShip.biz](http://www.ReShip.biz).
2. Enter Pickup 5 under Project.
3. For both Username and Password enter "DTC999" (**replace 999 with your 3-digit district code**).  
Example: Username: DTC999  
Password: DTC999
4. Click on Menu, then click on Go.
5. Click in the box next to White in the Confirm column.
6. Using the drop-down menu under Ready Date, select the date for pickup.
7. Under Pieces, enter the total number of boxes for pickup 5 (all testing programs). Then click Continue.
8. Click Link to print your delivery receipt.
9. In the print dialog box, select two copies and print.
10. You and the driver will each confirm piece counts and sign the delivery receipt.

If you have questions or have trouble with your Internet connection, contact a Manna Freight Systems customer service representative at 1-800-394-3949.

### Pickup 5 includes the following materials:

- ◆ LEAP, GEE, iLEAP, and LAA 2 remaining nonscorable materials

NOTE: Do not return any Oaths of Security and Confidentiality Statements or copies of security checklists to DRC. Schools are to keep the original School Security Checklist and the Test Administrator and Proctor Oaths on file; districts are to keep the District Security Checklist, copies of School Security Checklist, and the School Test Coordinator Oaths on file.





**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Monday, April 9, 2007  
**RE:** Straggler Answer Document Reminder!

**If answer documents are discovered on site at DRC or within districts after the designated cutoff date, they will be processed as a straggler answer documents.**

- Straggler answer documents will be held, not scanned or scored until a later date.
- Straggler answer documents will not show up on the used answer document report and may show up on the missing materials report.
- For straggler documents, a memo will be released with the student's score and the student's Web history updated.
- The district will not receive student labels for straggler documents, nor will the score show up online in the .csv file.

Here is a list of each program's answer document cutoff date and approximate release date of student score memos.

	<b>Cutoff Date</b>	<b>Score Memo Released</b>
<b>February Seniors Only Retest</b>	March 1, 2007	April
<b>LEAP/GEE</b>	April 12, 2007	Late July
<b>iLEAP</b>	April 11, 2007	Late July
<b>LAA 2</b>	April 15, 2007	Late July
<b>LAA 1</b>	April 2, 2007	Late July
<b>ELDA</b>	May 16, 2007	June



**TO:** District Test Coordinator  
**FROM:** Data Recognition Corporation  
**DATE:** Monday, May 7, 2007  
**RE:** ELDA REMINDER!

## Pickup Instructions

Follow these step-by-step instructions carefully. If you have problems scheduling **your pickup of ELDA materials** (one pickup only) with UPS using these procedures, call the Louisiana customer service representative at DRC.

### Instructions for calling UPS

1. Affix a **UPS** Second-Day Air Return Service label to the top of each box, next to the DRC return label. Call **UPS** 24 hours in advance at **1-866-857-1501**. Same-day service is not available in all areas.
2. Identify yourself as a Data Recognition Corporation customer.
3. Tell the representative you have **Second-Day Air Return Service** labels and state the tracking number for box 1 only. (This will let UPS know that DRC is responsible for all return charges.)
4. Tell the UPS customer service representative you need to schedule a **one-time pickup on Tuesday, May 8**.
5. Tell the representative the number of boxes, the approximate weight of your heaviest box, and the date and time your boxes will be ready for pickup.

### This pickup includes the following materials:

- ◆ All ELDA used answer documents and used Kindergarten and Grades 1–2 Inventories
- ◆ All unused answer documents, unused inventories, and remaining nonscorable materials