

School Material Return List

When all of the school material is boxed up, you will need to send it all to the district coordinator.

1. Complete the **School Materials Return List** located on the next page.
 - Be sure to record the total number of White, Brown, and Large Print/Braille boxes for your school in the space provided.
 - Be sure to circle or "X" each grade tested in your school.

Number of White Boxes	Number of Brown Boxes	Number of Large Print / Braille Boxes	Circle or "X" all Grades Tested				
			K	1	2	3	4
6	15	0	5	6	7	8	9
			10	11	12		

2. Make a copy of the *School Materials Return List* for your records.
3. Place the original *School Materials Return List* in **Box One** of the **White** boxes in the CELLA Return Envelope and seal.
4. Seal all other boxes.
5. Contact your District to arrange a pickup of all CELLA boxes.

2008 Florida CELLA School Coordinator Materials Return List

District Code: _____ District Name: _____

School Code: _____ School Name: _____

Please complete this form when preparing boxes for return to your District Test Coordinator and ETS. Fill in: **1)** the number of **WHITE** boxes you are returning, **2)** the number of **BROWN** boxes you are returning, **3)** the number of **Large Print/Braille** boxes you are returning **4)** circle or "X" each grade tested, and **5)** note any irregularities with the return of your material in the comments section.

FAX this list to ETS at 866.387.2598 on the day of material pickup to the district and place a copy in your Return Envelope. Keep the original for your records.

Number of White Boxes	Number of Brown Boxes	Number of Large Print / Braille Boxes	Circle or "X" all Grades Tested				
			K	1	2	3	4
			5	6	7	8	9
			10	11	12		

Comments:

If you have any questions concerning this form, please contact ETS at:

Educational Testing Service (ETS) Customer Service
 Toll-Free Telephone Number: (866) 881-2802
 Facsimile: (866) 387-2598
 Email: CELLA@ets.org