

CELLA Communiqué #13

CELLA Return Kits & Material Return List

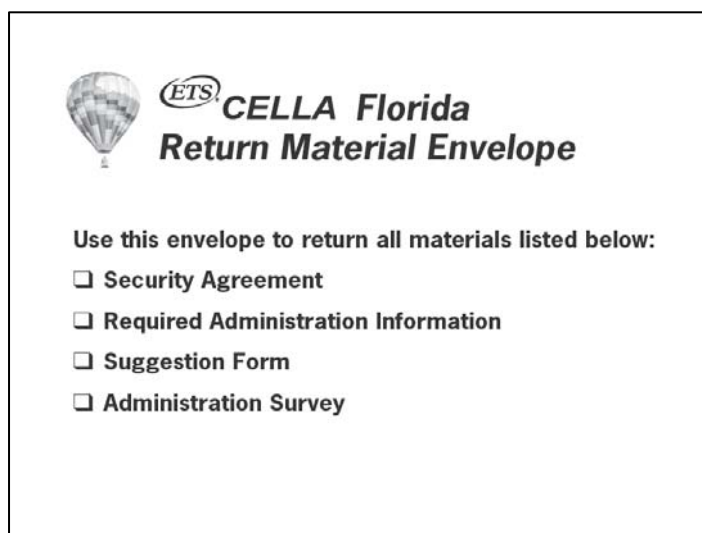
For the 2008 administration, there is one return kit that includes information for both districts and schools. The CELLA Materials Return Kit contains:

- Instructions for Returning Materials
- District Coordinator Materials Return List
- School Coordinator Materials Return List
- Not To Be Scored School Header Sheets
- Used/Unused School Header Sheets
- Extra BLANK Header Sheets
 - Grade Header Sheets
 - School Header Sheets
- CELLA Return Envelope
- Paper Bands

CELLA Florida Return Material Envelope

Also new for the 2008 administration is a CELLA Return Envelope to help return the forms from the administration. The front of the envelope contains a checklist to ensure all forms are returned according to the instructions. **Although it is not listed on the front of the envelope, please remember to include a copy of the School Coordinator Materials Return List too.**

For schools, the CELLA Return Envelope should be placed ON THE VERY TOP in the first WHITE box (on top of your school header), and districts should return it ON THE VERY TOP of the first BROWN box of the overage materials.



School Material Return List

Record the total number of White, Brown, and Large Print/Braille boxes for your school in the space provided. Circle or "X" each grade tested in your school on the form

**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		

District Material Return List

The list must contain boxes counts for each school. Be sure to record the total number of White, Brown, and Large Print/Braille boxes for each school in the space provided.

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**2008 Florida CELLA District Coordinator
MATERIALS RETURN LIST**

District Name: _____

District Number: _____

Please complete this form when preparing boxes for return to ETS. Fill in: 1) the school number, 2) the number of boxes for each school per box color and size. Copy this form to enter additional schools and write the page number on the top right hand corner.

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

School Number	Number of WHITE To Be Scored boxes	Number of BROWN Not To Be Scored boxes	Number of OVERSIZED BROWN Large Print/Braille boxes	Comments