

CELLA Communiqué #14

Pick-up of CELLA Test Materials with K2 Logistics

The purpose of this week's communiqué is to focus on the pick-up of the CELLA test materials for scoring. K2 Logistics is the carrier that will be used for the 2008 CELLA test administration. The chart below identifies when materials should be picked up based on the date testing ends. Each district is responsible for contacting K2 Logistics by the dates below to schedule a material pick up. All material **MUST** be picked up by May 30, 2008.

Testing Completion Date	Materials Pickup Date
April 25	May 2
May 2	May 9
May 9	May 16
May 16	May 23
May 23	May 30

K2 Logistics Contact Information:

Assessment Group

888-886-0780

www.k2assessments.com

If you have any questions or need assistance regarding pick-ups, please call K2 Logistics at 888-886-0780.

Districts can **call or go on-line** to schedule the CELLA material pick up. We request that you plan a 48 hour lead-time from the submission of your request and the date of your requested pick-up.

On-line Instructions for Scheduling a Pick-up with K2 Logistics

1. Open your web browser and go to www.k2assessments.com.
2. You can lookup your district by zip code by pressing the Lookup button, or you can enter your State, District, and School ID (0000) and press Lookup.
3. Verify the address information and/or complete the contact names, phone numbers and email information.

4. Answer the remaining questions and provide as much detail as possible. Please provide any additional pick-up information that would help the driver for your site. For example:
 - 3rd floor
 - 2nd door on the right on side of building
 - Call 555-5555 when driver arrives on site
 - Driver will need to palletize
 - There is no dock.
 - Special equipment needed
 - Other special needs
5. Review your request and note that fields with an asterisk (*) are required.
6. Review your request, then press the Submit button at the bottom of the screen.
7. You will receive an email summarizing your request immediately after submitting it. If you do not receive the book email confirmation, contact K2 Logistics immediately at 888-886-0780.

Bill of Lading

The driver will bring the Bill of Lading with them at the time of your district's pick-up. The CELLA District Coordinator or designated warehouse staff will need to complete the **Scorable Box Count, Non-Scorable Box Count, their Name, Signature, Date, and Total Box Count** located in the lower left corner.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">DATE</td></tr> <tr><td style="padding: 2px;">TRACKING#</td></tr> <tr><td style="padding: 2px;">PROJECT</td></tr> </table>	DATE	TRACKING#	PROJECT	Assessments Bill of Lading		<small>K2 LOGISTICS 2782 Expendable Blvd, Suite 101 Eagan, MN 55121 888-886-0780 www.k2logistics.com <i>Delivering solutions. Exceeding Expectations.</i></small>					
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<p style="color: green; font-weight: bold;">SENSITIVE MATERIALS – HANDLE WITH CARE!</p> <p style="font-size: small;">Original for Test Administrators</p>											