

## **CELLA Communiqué #20**

### **LOOK for Additional CELLA Test Materials in your District**

A few districts have not returned **all** their CELLA test materials. Please take some time today to look around your district office, warehouse and school locations to see if there are any CELLA materials still in your possession.

Districts should have returned:

- District overage materials
- Training materials shipped in January 2008
- All CELLA materials sent in the initial and supplemental orders

We want to ensure the Missing Materials Report is minimal this year and returning materials found in your district makes the process easier. The Missing Materials Report will be sent after all score reports are delivered to each district.

### **If Materials Are Found**

Please return CELLA materials to ETS:

1. Box the CELLA materials
2. Send an e-mail to Wendy Nucci at [wnucci@ets.org](mailto:wnucci@ets.org) and include the number of boxes, contact information (name, e-mail address, telephone number), and the physical address where the boxes are located
3. ETS will contact UPS and e-mail you return/shipping labels
4. Print and tape the return labels to the boxes
5. Schedule a pickup with UPS or deliver the boxes to any UPS location

*The shipping labels expire and must be used within 10 days of receipt of the e-mail. If your label does expire, please contact Wendy Nucci for new labels.*

If you have a large amount of boxes, ETS can also work with a private carrier, such as YELLOW Transportation to pickup the materials.