

2008 FLORIDA CELLA COMMUNIQUE #7

Delivery of 2008 Test Materials & Supplemental Order Process

Each district will receive their 2008 CELLA test materials by April 8th. All materials are sent to the district for distribution to the schools. Upon receipt of material shipment, districts and schools should verify receipt of all boxes and materials. Additional materials can be ordered by submitting a supplemental order.

Pallet Maps & K2 Logistics

Pallet Maps will be provided via email to each district test coordinator from K2 Logistics at least 2 days before delivery. If you need to contact K2 Logistics regarding your delivery, please call (888) 886-0780 to speak to a representative of the Assessment Group.

Checking Material – District

- District box(es) should be checked against the box contents list(s).
- Verify each school's box(es) have been received by counting and using the box 1 of X, 2 of X, etc. that is printed on the outside of the box.
- A comprehensive packing list of all materials sent to each school will be provided to the district in your box(es).

Checking Material – School

- A comprehensive packing list of all material sent to a school will be in box 1 of the school boxes.
- Each school should open the box(es) upon receipt and verify all items listed on the shipping notice are enclosed in the shipment.

Supplemental Orders

Supplemental Orders can be placed after your initial shipment is received and you are sure you need additional test materials. For the 2008 administration we have provided more options for placing additional material orders, district test coordinators can submit their order by email, fax or online via a new web-based ordering process.

- School Coordinators must notify their District Coordinator if additional material is required at a school.
- All test booklets and answer documents are packaged in 10s, please round up the quantities to size.
- The web-based Supplemental Order form will be available at the Florida CELLA website on April 2, 2008 at the following URL: <http://www.fldoe.org/aala/cella.asp>
- Form may also be obtained electronically by emailing ETS Customer Service at cella@ets.org.
- Districts may submit either electronic or hardcopy version.
 - Hard copy: Fax form to ETS at 866-387-2598.
 - On-line Form: Once completed, print and press submit.
- Supplemental Orders will be shipped within 48 hours.
- Additional Large Print or Braille materials can be order through the supplemental order process.