



MEMORANDUM

TO: Florida Primary CELLA Contacts
FROM: Questar Assessment, Inc.
DATE: January 6, 2010
SUBJECT: 2010 CELLA Enrollments and Materials Delivery Date

The purpose of this memo is to request that you provide two important items to Questar Assessment, Inc. through ServicePoint:

1. Enrollment counts for students using braille or large-print documents
2. Selection of your delivery date for all CELLA testing materials

ServicePoint is now open for districts to provide enrollments for both braille and large-print testing materials, and to allow districts to select a delivery date for all testing materials. Please use the log-in and password that was previously provided to you. Standard enrollments will be filled based on Survey 7 data.

Please enter your braille and large-print enrollment counts by school. You will be able to enter enrollments for:

Large-Print - Levels A, B, C, and D

Braille contracted - Levels B, C, and D

Braille uncontracted - Levels B, C, and D

(Uncontracted braille is one symbol per letter so that all words are spelled out letter by letter. Contracted braille contains 189 contractions. A word or part of a word may be a contraction.)

Please choose the delivery date for when you will receive your operational testing materials. Your choice should be based upon your district's testing window. The options for shipments are:

March 26, 2010

April 2, 2010

April 9, 2010

Please note: ServicePoint will be open through **January 20, 2010** for you to provide this information.

Technical Support and Questions

Included with this memo you will receive a ServicePoint Quick Reference Guide. If you experience problems with the online system and need technical support, or if you have general questions, please contact Steven Daniels, Customer Service Representative, toll-free at 877-85-CELLA (877-852-3552) or CELLA@QuestarAI.com. Customer Service will be available Monday through Friday, 7:00 am through 6:00 pm Eastern Time.