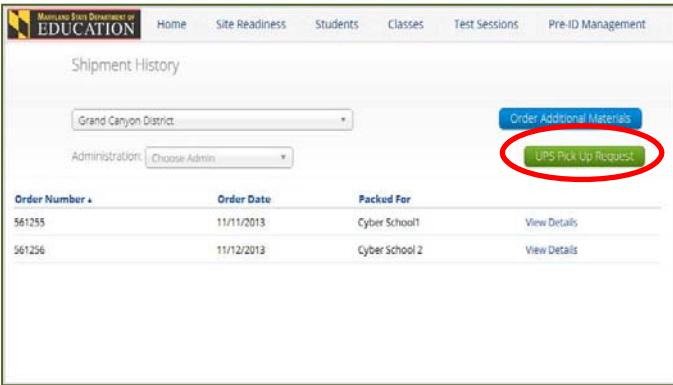


Instructions for Requesting UPS Pick Up of Test Materials

Once testing is complete, all secure paper test materials must be returned to Measured Progress. The materials management page has a tool where schools can request to have a UPS driver come and pick up their packed boxes.

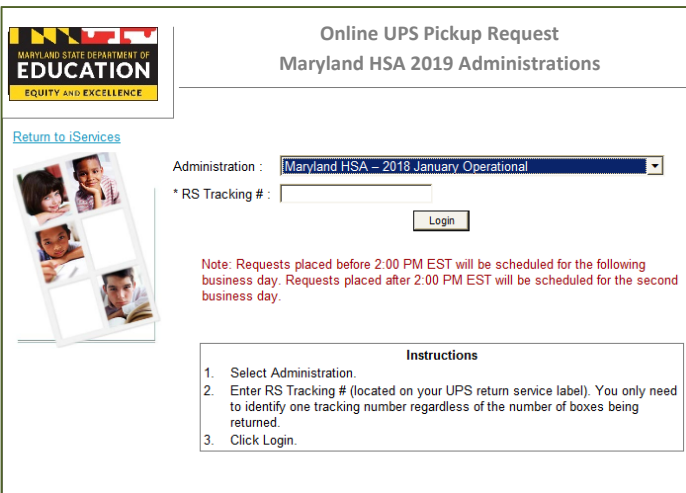
1. On the Materials Management tab, click on the button "UPS Pick Up Request".



The tracking number can be found in the middle of the RS label. (If you did not receive or misplaced the RS label from Measured Progress, you can order one from the additional materials ordering screens or contact the HSA Help Desk at 1-866-207-8804 and a representative will place an order for you.) You should have received one RS label for each test materials box that was shipped to your school.



2. The Administration will already be pre-populated. Next type in the tracking number from one of the Return Service (RS) labels that was included in your shipment.



(continued on back of page)

3. The name and address of your school will automatically populate. Now fill in the appropriate boxes with your name, phone number, the requested pick up date (must be at least the next business day), the hours that someone will be available at your school, the total number of boxes being returned, and any special instructions for the UPS driver (for example; "second floor", "go to the loading dock", etc.) Use the middle section if the location for pick up has a different address than the pre-populated school address. NOTE: *Any corrections to the shipping address will be verified by Measured Progress and MSDE.

Pickup Request By :
 Name: Adeliar Guy Elementary School
 Street Address: 4028 La Madre Way
 City: North Las Vegas
 State: NV
 Zip Code: 89031
 Contact Name:
 Phone Number:
 Pickup Date:(mm/dd/yyyy)
 Business Hours: 8:30 AM To 4:30 PM
Pickup Name/Address (If different from Name/Address listed above) :
 Name:
 Street Address:
 City:
 State: --Select--
 Zip Code:
Package Information :
 RS Tracking #: 1Z0W876A8700545680
 Total # of Boxes:
 Special Instructions:

Instructions

1. Enter Contact Name and Phone Number.
2. Enter the Date of Pickup.
3. Enter Business Hours (time frame for which your business is open).
4. Enter Pickup Address information ONLY if different from the Pickup Name/Address listed above. Please note that PO boxes are not allowed.
5. Enter the total number of boxes you are returning.
6. Please indicate in Special Instructions where in the building the packages will be located (i.e. Main Office, Guidance Office, etc.).
7. Click the "Place Pickup Request" button.

4. Place the pickup request by clicking the button at the bottom of the page. Review your information on the next page, then, click the **Confirm Pickup Request** button at the bottom of the page to confirm your request.

Your pickup request is not yet complete. Please review your request then click the "Confirm Pickup Request" button below to confirm, or click the "Back" button below to go back and edit your request.

Pickup Request By :
 Name: Sample High School
 Street Address: 123 Demo Road
 City: Any Town
 State: MD
 Zip Code: 89031
 Contact Name: Jane Smith
 Phone Number: 123-533-6242
 Pickup Date: 02/09/2016
 Business Hours: 08:30 AM - 04:30 PM
Pickup Name/Address (Changed from the above) :
 Name:
 Street Address:
 City:
 State:
 Zip Code:
Package Information :
 RS Tracking #: 1Z0W876A8700545680
 Total # of Boxes: 15
 Special Instructions: Boxes located in Guidance office.

5. Once you confirm the request, UPS will be scheduled to come to your location.



❖ Test Material Pickup Scheduling Windows for all 2019 Test Administrations:

- January 2019: For paper test materials - January 14–25, 2019, Late pickup - January 28–31, 2019
- May 2019: For paper test materials - May 22– June 5, 2019, Late pickup -June 6–11, 2019
- Summer 2019: For paper test materials - July 29– August 6, 2019, Late pickup - August 7–8, 2019

Note: All test materials must be picked up by the last day of the late pickup

Shipments that are picked up after this date will be paid for by the school/district.

If you have any problems with the online system, contact the HSA Help Desk at **1-866-207-8804**.