

## **NYSESLAT K-12 Assessment Return to Pearson Guide 2022-23**

### **Materials and Box Preparation**

#### **Step One – Prepare material for shipping**

**Place ALL testing materials (used and unused) in box(es)**


##### ***Materials include:***

- a. Directions for Administration
- b. Speaking Scoring Guides and Speaking Exemplar CDs
- c. Writing Scoring Guides and Training Sets
- d. Listening CDs (including any Listening Scripts)
- e. All Speaking session booklets (including large type)
- f. All L/R/W session booklets (including large type)
- g. All Listening, Reading, or Writing test booklets (for Kindergarten)
- h. Braille materials

#### **Step Two – Pack testing materials in boxes**

- a. Use the box(es) originally received to return all test materials
- b. Using the original Packing list as a checklist to verify all secure material is returned, place each testing material into the box.
- c. Please combine materials from all shipments received and return as few boxes as possible.
- d. Fill any empty space with packing material to prevent damage during transit.
- e. Use packing tape to securely seal both top and bottom of each box and prevent it from opening during shipping.

- f. School Label (purple)- Retrieve the school return labels from the coordinator kit. The labels will be purple
- g. Complete the Return Box section of each school label -If the original shipping boxes are not available, write the quantity of boxes shipped on the outside of the boxes (i.e., 1 of 2, 2 of 2).

SCHOOL<SCHOOL NAME> <SCHOOL ADDRESS 1> <SCHOOL ADDRESS 1> <CITY> <STATE> <ZIP>	<ITEM NUMBER> 8-00001 SCH # <SCHOOL CODE>	Complete the Return Box Section of Each School Label
<Header 1> PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964	SCH : BOX ____ OF ____	
<Header 2>  <PGM-SSN-OPT CODE>		

### Step Three – Use the Return Service (RS) labels

- a. Retrieve your RS labels from the coordinator kit received from Pearson.
- b. Your location will have one UPS RS label for each box being returned.
- c. Place the label over the original shipping label completely covering it. Take care to not cover the purple Pearson school label.
- d. If your location does not have regular UPS service, call 800-823-7459 to arrange a UPS Return Service pickup, a day in advance. Be prepared to provide the following:
  - The phone number of the location where the shipment will be picked up.
  - The physical address of where the shipment will be picked up.
  - The RS tracking number(s).

**Contact Pearson's Customer Support** at 888-705-9415 or  
[NYSESLATscm@grp.pearson.com](mailto:NYSESLATscm@grp.pearson.com) if more return service labels are needed.

## Return Service (RS) Shipping Label

Apply the return service (RS) shipping label to the boxes of return materials.

Ship to:

PEARSON CR  
9200 EARHART LN SW  
CEDAR RAPIDS IA 52404-9078

Call UPS at 800-823-7459 and arrange UPS pickup if needed

Contact Pearson's Customer Support at 888-705-9415 or  
[NYSESLATscm@grp.person.com](mailto:NYSESLATscm@grp.person.com)  
if more return service labels are needed.



TEST COORDINATOR I.L.  
SAMPLE SCHOOL DISTRICT  
4006 FILLISTONE ROAD  
CHAMPAIGN IL 61822

**RS**

SHIP TO: PEARSON CR  
9200 EARHART LN SW  
CEDAR RAPIDS IA 52404-9078

IL 618 2-22

**UPS OVERNIGHT EXPRESS**  
TRACKING #: 1Z 600 543 90 5690 8636

BILLING: P/P  
DESC: TEST MATERIALS  
RETURN SERVICE

UOW 8.0.14 HP LabelJet 4 80.1A 102506