

## 2026 NYSESLAT Booklet Packaging Checklist

Scan QR code or [click here](#) to access our web page and additional resources, including those listed at the right. →



- Slides from workshops (Quality Control, Packaging & Delivery)
- Special Case Tracking Sheet
- OSC Package Registration and Labeling Instructions

This is a general Checklist and Guide. Refer to additional resources on our website linked above for details.

<input type="checkbox"/>	<b>Keep buildings/schools separated</b> throughout this process. Each building must be packaged separately.
<input type="checkbox"/>	Separate <b>Booklets containing Writing</b> from <b>Answer Sheets</b> and other testing materials. <ul style="list-style-type: none"> <li>• <b>Booklets containing Writing</b> come to School Data Bank Services–Assessment Services for Intake: <ul style="list-style-type: none"> <li>○ Grades 1-12: <u>Three</u> L/R/W booklets</li> <li>○ Grade K: <u>One</u> Writing booklet</li> </ul> </li> <li>• <b>Answer Sheets</b> go to Student Data Services (the Regional Information Center/Scanning Center).</li> <li>• <b>Other booklets and materials</b> must be returned to MetriTech by June 20, 2025.</li> </ul>
<input type="checkbox"/>	The <b>SDS-provided preprinted student barcode labels</b> must be placed on the <u>FRONT COVERS</u> of L/R/W and Writing booklets. The <b>MetriTech-provided student labels</b> must be placed on the <u>BACK COVERS</u> . <ul style="list-style-type: none"> <li>• Do <u>not</u> cover the student’s handwritten name.</li> <li>• Do <u>not</u> place SDS labels on the back cover of the booklet (ignore that label box!)</li> <li>• <u>If missing a barcode label</u>, an adult must neatly print the student’s <b>full name, DOB, and ID number</b> on the front cover of the Booklet. Refer to the <i>Quick Reference Guide</i> for more details.</li> </ul>
<input type="checkbox"/>	Ensure L/R/W and Writing Booklets are clean and prepped: <ul style="list-style-type: none"> <li>• Remove any paper clips, staples, post-it notes, extraneous papers from within booklets.</li> <li>• Do NOT remove blank pages from the booklets.</li> <li>• For L/R/W booklets, nest <i>Session 3</i> <b>inside</b> <i>Session 2</i>, and <b>both get nested inside</b> <i>Session 1</i>.</li> </ul>
<input type="checkbox"/>	Organize Booklets in preparation for packaging: <ul style="list-style-type: none"> <li>• Remember to keep them separated by <u>building/school!</u></li> <li>• Next, organize booklets by <u>level</u>.</li> <li>• Place <i>Special Case booklets</i> (scribed, braille, word-processed, large-print) in a <u>separate envelope/bag</u>, with the <i>Special Case Tracking Sheet</i> on the front.</li> <li>• Once separated/organized, make bundled sets of <b>10 students’ booklets</b> where possible. <ul style="list-style-type: none"> <li>○ If a bundle has <i>less than 10</i> students, <u>add a post-it</u> indicating the <u>exact count</u> of students.</li> </ul> </li> </ul>
<input type="checkbox"/>	Before you start packing boxes, ensure each box/package has an <b>orange MetriTech School Label</b> attached.
<input type="checkbox"/>	Within that school’s box, package your organized booklets in order as follows: <ul style="list-style-type: none"> <li>• <b>First/Bottom:</b> Counted bundles of 10 students’ booklets (layered by level).</li> <li>• <b>Second:</b> Special Case envelopes.</li> <li>• <b>Third/Top:</b> Add a roster to the package.</li> </ul>
<input type="checkbox"/>	Register packages on OSC’s Ease Check-In site: <a href="http://status.oscworld.com/intake">http://status.oscworld.com/intake</a> <ul style="list-style-type: none"> <li>• See <i>OSC Package Registration and Labeling Instructions</i> linked on our web page for instructions.</li> </ul>
<input type="checkbox"/>	Print each “Package Label” from the OSC Check-In site and <b>affix the label to the short-end of the box or front of the envelope</b> so as not to interfere with the opening of the package in any way. <ul style="list-style-type: none"> <li>• Each package being delivered for intake must have an <b>OSC package label</b> AND a <b>MetriTech School Label!</b></li> </ul>

## NYSESLAT K-12 Booklet Intake Prep Quick-Reference Guide 2026

Scan QR code or [click here](#)  
for additional resources →



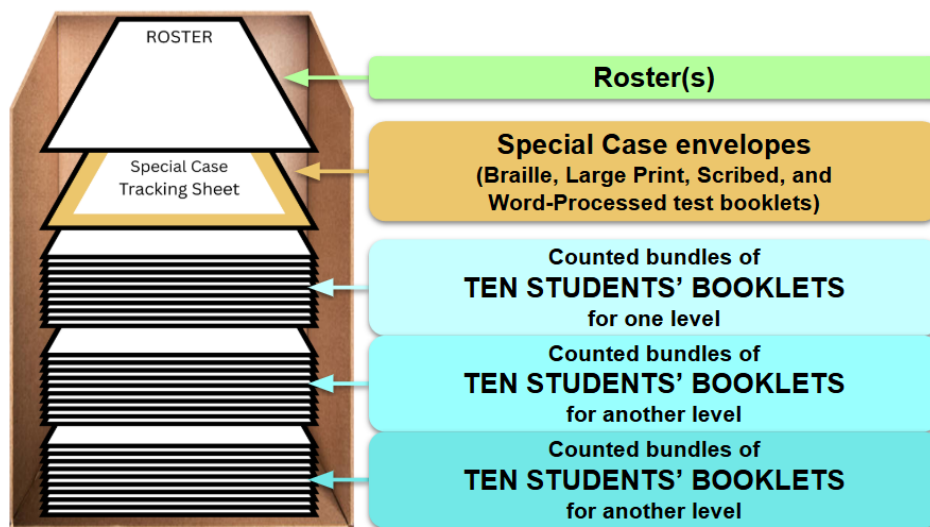
### Preparing your Booklets after Testing:

1. Separate the *Booklets containing Writing* from the *Answer Sheets* and other materials.
2. Verify that all booklets have the same number of pages as when delivered to the district.
3. Remove paper clips, staples, post-it notes, and extraneous papers from booklets (so they can be scanned).
4. Place the **preprinted student barcode labels (provided by Student Data Services/RIC)** on the front cover of each test booklet containing written responses, under the student's handwritten name. **Do not place it in the space on the back of the booklet.**
  - a. See *Missing Student Barcode Label* on page 5.
5. Place the **preprinted MetriTech student label** on the *back* of each test booklet, in the shaded box.



6. Booklets that need to be brought to ESBOCES for Scoring Intake on May 29<sup>th</sup> include:
  - a. Grades 1-12: **THREE Listening/Reading/Writing booklets** – *Session 1, Session 2, and Session 3*.
    - i. Nest *Session 3 Booklet* into *Session 2 Booklet*, then insert both into *Session 1 Booklet*. Each student will have all booklets inside their Session 1 booklet.
  - b. Kindergarten: **ONE Writing Booklet** is submitted.
7. Exclude booklets for students who did not take *any* part of the test (e.g., refused entire test, absent entire test, medically excused, no longer enrolled, etc.).

8. Separate out Special Case Booklets – Large Print, Word Processed, Scribed, and Braille.
  - a. \*See *Special Case Booklets* on the page 4.
9. Organize students’ booklets **by building and then by level (i.e. K, 1, 2, 3-4, etc.)**.
10. Make **bundles of 10 students’ booklets** and gather them with a rubber band, in a bag, or through some other means. If a bundle has *less than 10 students*, place a post-it on top indicating the exact count.
11. Pack MetriTech boxes (or other sturdy packages) **by building**, sorted by level, in bundles of 10 students.
  - a. **First/Bottom:** Counted bundles of 10 students’ booklets (layered by level).
  - b. **Second:** Special Case envelopes.
  - c. **Third/Top:** Add a roster to the package.



12. Register packages on OSC website <http://status.oscworld.com/intake>.

OSC Box Registration



13. Print your **OSC Package Labels** for each package from the OSC Ease Check-in website and **affix to the short-end of the box or front of the envelope** so as not to interfere with the opening of the package in any way.

14. Make sure the **bright orange MetriTech School Label** is affixed to the outside of each package as well. Avoid covering the OSC label or interfering with the box opening.

- a. OSC will return the scored NYSESLAT booklets to MetriTech.



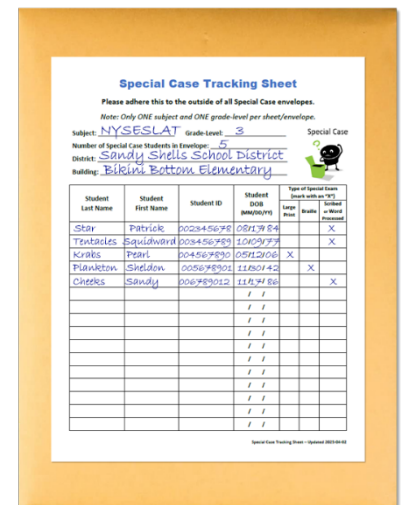
## Special Case Booklets:

1. *Special Case* booklets are accommodated booklets requiring special handling for scoring.
2. Special Case booklets get packaged separately, in a large envelope or resealable bag with a “Special Case Tracking Sheet” taped to the front.
3. Notes about specific booklets types are below:

<b>Large Print Versions</b>	<ul style="list-style-type: none"> <li>• Responses do not need to be transcribed into standard booklets. This differs from the SAM!</li> </ul>
<b>Scribed Tests</b>	<ul style="list-style-type: none"> <li>• Write what the student dictates on separate sheets of paper (every other line), allowing the student to make adjustments and revisions.</li> <li>• Write the student’s <u>Full Name</u>, <u>ID Number</u>, and <u>DOB</u> on each sheet used for dictation.</li> <li>• Transcribe the student responses carefully from the dictation sheets into the booklet, and attach the sheets of paper containing the original transcription to the back cover of the booklet using a single staple.</li> </ul>
<b>Work-Processed Tests</b>	<ul style="list-style-type: none"> <li>• Make <i>two copies</i> of the word-processed responses.</li> <li>• Using the first copy, cut and tape the typed responses into the response area for the correct question numbers.</li> <li>• Staple the 2nd copy to the back cover of the booklet with a single staple, ensuring the student’s <u>Full Name</u>, <u>ID Number</u>, and <u>DOB</u> are written on each page.</li> </ul>
<b>Braille Versions</b>	<ul style="list-style-type: none"> <li>• Translate and transcribe the student’s Braille responses into a standard booklet exactly as recorded.</li> <li>• If any separate sheets were used for transcription, include the student’s <u>Full Name</u>, <u>ID</u>, and <u>DOB</u> on each sheet and staple them to the back cover of the standard booklet.</li> <li>• For intake, include both the Braille booklet and the standard booklet containing the transcribed responses. <i>Place the student’s barcode labels on the standard booklet containing the transcribed responses!</i></li> </ul>

4. Place special case booklets into an envelope or resealable bag, and tape a [Special Case Tracking Sheet](#) to the outside.

- a. Place completed Special Case envelope on top of grouped booklets in the box. **Include these students in the count** for your roster and OSC “Package Label”.
- b. *If the special case envelope doesn’t fit inside a box*, create a separate OSC “Package Label” for the envelope, and add a building-specific MetriTech label to the envelope as well.



**Special Case Tracking Sheet**  
Please adhere this to the outside of all Special Case envelopes.  
*Note: Only ONE subject and ONE grade-level per sheet/envelope.*

Subject: NYSESLAT Grade Level: 3 Special Case  
Number of Special Case Students in Envelope: 5  
District: Sandy/Selden School District  
Building: Bikini Bottom Elementary

Student Last Name	Student First Name	Student ID (DOB/YY/YY)	Student DOB (MM/DD/YY)	Type of Special Item (Check with an "X")
				Large Print Scribed Word Other
Star	Patrick	002845698	08/17/84	X
Trantrides	Equidawnik	008450980	10/29/97	X
Korles	Paul	004569890	08/20/81	X
Flunkleton	Sheldon	000698901	11/20/42	X
Cherles	Sandy	006989012	11/19/88	X

Special Case Tracking Sheet - Updated 08/2018

## Missing Student Barcode Label:

Pre-Printed Student Barcode Labels are created by the Student Data Services (SDS) and sent to schools along with printed answer sheets. SDS is also known as the Regional Information Center (RIC).

1. If a student has **no Barcode Label** at all, have an adult\* neatly write student's **Full Name, ID number, and Date of Birth**, on the *front cover* of the booklet.
  - a. If the student *has* a barcode label but it's been misplaced, **write the entire 21-digit barcode number** onto the front cover of the booklet, under the student's name.
  - b. The student's scores will be aligned with the correct student by Student Data Services.



*\*An adult with neat handwriting should write these student identifiers... it's important that everyone can read them, and students' own handwriting is sometimes difficult to decipher.*