



Renaissance Star Assessments

K–2 FAST Paper-Based Star Assessments User Guide

*With Fall/Winter 2026
Packaging and Return Instructions
2026–2027*

K–2 FAST Paper-Based Star Assessments User Guide

This user guide provides instructions for using the Star Record Book in the Renaissance Growth Platform (RGP) to enter student responses for Grades K–2 Florida Assessment of Student Thinking (FAST) paper-based Star Reading and Star Math assessments and submit them for scoring and immediate reporting. This guide also outlines the return instructions for paper-based K–2 materials. Information on ordering paper-based assessments can be found in the [K–2 FAST Accommodations Guide](#). For more information about K–2 FAST Star assessments, visit the [Florida Statewide Assessments Portal](#).

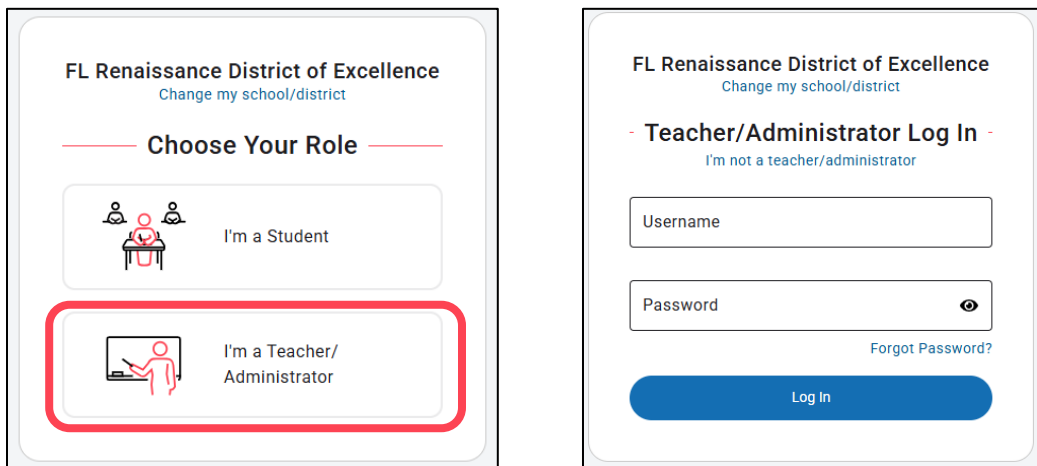
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Setting the FAST Paper-Based Form Alternate Response Accommodation

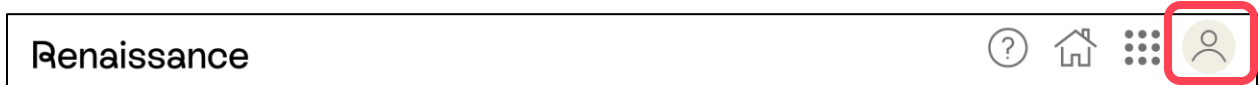
Students must be assigned the Alternate Response accommodation before their paper-based responses can be entered into the Record Book for scoring. Follow these instructions for setting the accommodation for students who tested with regular print, large print, one-item-per-page, or braille paper materials. Accommodations can be set in the platform by Teachers, School Administrators, or District Administrators.

1. Log in to Renaissance with your account.



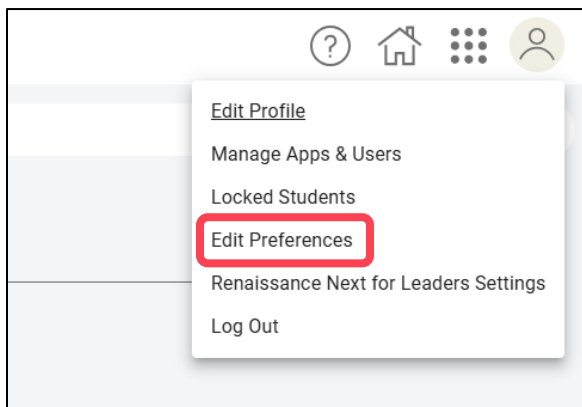
The first screenshot shows the Renaissance login page for the 'FL Renaissance District of Excellence'. It has a link 'Change my school/district'. Under 'Choose Your Role', there are two options: 'I'm a Student' and 'I'm a Teacher/Administrator'. The 'I'm a Teacher/Administrator' option is highlighted with a red box. The second screenshot shows the 'Teacher/Administrator Log In' page. It has a link 'Change my school/district' and a link 'I'm not a teacher/administrator'. There are input fields for 'Username' and 'Password', a 'Forgot Password?' link, and a blue 'Log In' button.

2. On the Home Page, select the **user account** in the upper-right corner.



The screenshot shows the Renaissance Home Page header. On the left is the 'Renaissance' logo. On the right, there are four icons: a question mark, a house, a grid of dots, and a user account icon. The user account icon is highlighted with a red box.

3. In the drop-down list, select **Edit Preferences**.



The screenshot shows the Renaissance Home Page with the user account icon clicked. A drop-down menu is visible with the following options: 'Edit Profile', 'Manage Apps & Users', 'Locked Students', 'Edit Preferences' (highlighted with a red box), 'Renaissance Next for Leaders Settings', and 'Log Out'.

4. Under the Individual Student Preferences list, select **Accommodations**.

Individual Student Preferences ^	
Accommodations	Provide extra tools and accommodations for students to use while taking some Star Assessments (English).
Book Level Restrictions	Define book-level range of book quizzes students can take
Estimated Instructional Levels	Set students' estimated Instructional Reading Level and Math Instructional Level for Star tests
Extended Question Time Limits	Set to extend students' time limit for answering questions in reading and math Star tests
Interest Level Restrictions	Define interest levels of book quizzes students can take
Quiz Settings	For reading quizzes, set options for asking how the book was read and recorded voice availability

5. Using the drop-down lists, select the applicable **School**, **Class**, and **Student(s)**.

Renaissance




GL

Preferences

[< Back](#)

Accommodations

Provide extra tools and accommodations for students to use while taking some English Star Assessments.

Schools

JFK Elementary ▼

Classes

!Stars-JJD ▼

Students

☐ Buck, John
 ☐ Duck, Don
 [Select All](#)

6. In the Alternate Response column of the table, select the checkbox next to **FAST Paper-based State Test Form**, then select **Save Changes**.

Accommodations

Provide extra tools and accommodations for students to use while taking some Star Assessments (English).

Schools

Classes

Students

Lincoln Elementary School

State Demo 1st Grade

Martinez, Oscar

Save Changes

Undo Changes

Student	Accommodations Toolbar	Assistive Technology	Allotted Time	Audio - Math	Alternate Response
Martinez, Oscar	☐ Response Masking ☐ Calculator ☐ Color Contrast ☐ Font Size/Zoom ☐ Highlighter ☐ Line Reader	☐ Screen Reader ☐ Other	☐ Unlimited Time	☐ Audio & Auto-play ☐ Audio with Auto-play turned off ☒ Audio Off	☐ Braille ☒ FAST Paper-based State Test Form

Please note for braille: If you are entering responses for braille materials for K–2 FAST assessments, you will still select the checkbox next to **FAST Paper-based State Test Form**. You do not need to mark the Braille option.

Once your changes have been saved, you will see a confirmation message at the top of the screen.

Renaissance

✓ Changes saved

Preferences

Renaissance

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Entering Student Responses for Scoring

1. Log in to Renaissance with your account.

FL Renaissance District of Excellence
Change my school/district

Choose Your Role

I'm a Student

I'm a Teacher/
Administrator

FL Renaissance District of Excellence
Change my school/district

Teacher/Administrator Log In
I'm not a teacher/administrator

Username

Password

Forgot Password?

Log In

2. On the left panel, select the **Star App**.

Renaissance

Home District Profile Our Schools School Profile Our Students Student Profile Shareable Stories

Welcome back, Gail
Here's an overview to get you started

Send Feedback

News & Tips

Do you know what **YOUR** kids are reading?
Now you can celebrate the reading in your schools and district with Shareables.
Explore Your Top Books Dismiss

Want help interpreting and acting on your data?
Renaissance Professional Services can support you and your teachers.
Contact Us Dismiss

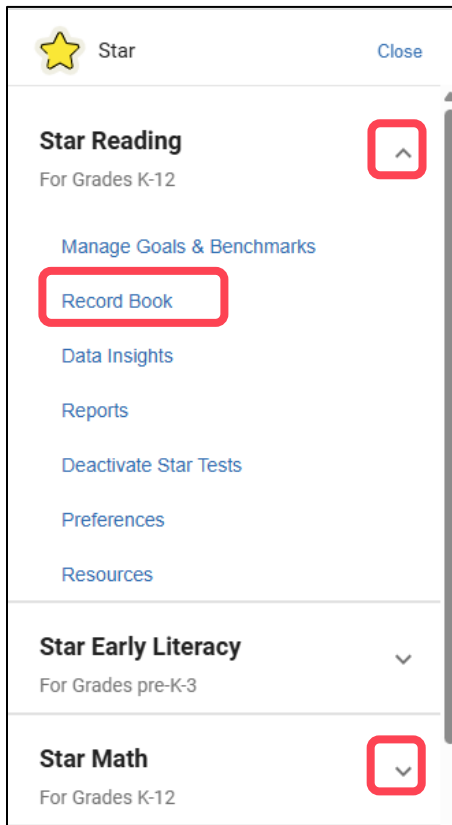
SEE MORE

Students Assessed in FL Renaissance District of Excellence

122 131

Star

3. Open the drop-down list for Star Reading or Star Math and select **Record Book**.



Star Close

Star Reading ^
For Grades K-12

[Manage Goals & Benchmarks](#)

Record Book

[Data Insights](#)

[Reports](#)

[Deactivate Star Tests](#)

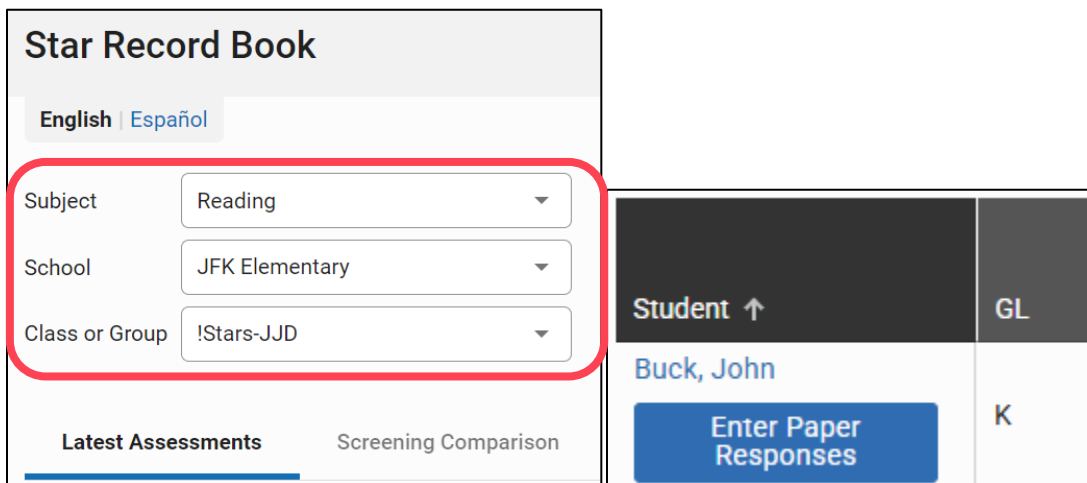
[Preferences](#)

[Resources](#)

Star Early Literacy v
For Grades pre-K-3

Star Math v
For Grades K-12

4. By default, the Record Book opens on the Latest Assessments tab. Using the drop-down lists in the upper-left corner, choose which students to view by selecting the **Subject** (either **Reading** or **Math**) and then a **Class or Group**.



Star Record Book

[English](#) | [Español](#)

Subject Reading v

School JFK Elementary v

Class or Group !Stars-JJD v

Latest Assessments Screening Comparison

Student ↑	GL
Buck, John	K

[Enter Paper Responses](#)

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See Every Student.



- The available lists will change depending on user permissions and the schools you have access to.
- Teachers can only select from one of their own classes or groups.
- If you have access to more than one school, you will also need to select a **School** before selecting a class or group.
- Note that if you only have a single option available (for example, if you're a school administrator assigned to only one school, or you're a teacher who only teaches a single subject), the drop-down lists will not be active. Your available option will automatically be "locked in" for you.

5. Select the **Enter Paper Responses** button under the student's name for whom you are entering a response. Only students in Grades K–2 who have had the FAST Paper-Based Form Alternate Responses accommodation set for them will have this button available.

Student ↑	GL
Buck, John	
Enter Paper Responses	K

Renaissance

See Every Student.



6. The name of the student whose record you are working with is at the top of the Paper-Based Assessment page (A); if you have chosen the wrong student, select **Back to Class View** (B) to return to the Latest Assessments tab of the Record Book.

The screenshot shows the Renaissance Paper-Based Assessment interface. At the top, the 'Renaissance' logo is on the left, and navigation icons (home, help, GL) are on the right. Below the header, the page title 'Paper-Based Assessment' is centered. A red circle 'B' is placed over the 'Back to Class View' link. A red circle 'A' is placed over the student name 'Student: Sanchez, Sophia'. A red circle 'C' is placed over the 'Subject' drop-down menu, which currently shows 'Reading'. A red circle 'D' is placed over the 'Form' drop-down menu, which shows 'Grade 1 FAST Star Reading PM3'. A red circle 'E' is placed over the 'Test Format' drop-down menu, which shows 'Regular Print'. A red circle 'F' is placed over the 'Test Date' field, which shows '6/10/2026'. A red circle 'G' is placed over the calendar icon next to the date field. A red circle 'H' is placed over the 'Enter Paper Responses' button. The 'Form' and 'Test Format' drop-down menus are open, showing options: 'Grade 1 FAST Star Reading PM3', 'Grade 2 FAST Star Reading PM3', 'Regular Print', 'Large Print', 'One-Item-Per-Page', and 'Braille'. The calendar is also open, showing the month of June 2026, with the 10th highlighted.

6a. Use the **Subject** drop-down list (C) to choose the subject of the assessment:

Reading for Star Reading or **Math** for Star Math. Ensure this is correct; this field does not carry over from the previous screen.

6b. Using the **Form** drop-down list (D), choose which grade level form the student used for the assessment.

6c. Use the **Test Format** drop-down list (E) to choose the format of the test you are administering: **Regular Print**, **Braille**, **Large Print**, or **One-Item-Per-Page**.

6d. Enter the date the test was administered to the student in the **Test Date** field (F). You can type the date or select the calendar on the right side of the field (G) to choose the date from a pop-up calendar.

6e. Once you have made the appropriate selections from each drop-down list and set the Test Date, select **Enter Paper Responses** (H) to begin entering the student's responses to the items.

7. Double-check the information at the top of the Paper-Based Assessment page (A) to make sure the subject, student name, form, test format, and test date are correct. If you need to change a field, select **Discard Assessment** at the bottom of the page. Confirm **Discard Assessment** to return to the Star Record Book Class View and start over.

Paper-Based Assessment

A

06/10/2026

Subject: Reading **Student:** Jones, Betty **Form:** Grade 1 FAST Star Reading PM3 **Test Format:** Regular Print **Test Date:** 06/26/2026

Instructions

- Ensure the correct subject and grade level form are displaying above.
- Enter the student's responses from the paper-based form.
- All questions must have a response recorded. If the student did not provide a response, mark 'No Response'.
- This test does not save automatically, leaving or closing the tab will discard your entries.
- After all responses have been recorded, click 'Submit for Scoring' to send the test for scoring.

Question	Student's Response				
1	A	B	C	No Response	
2	A	B	C	No Response	
3	A	B	C	D	No Response
4	A	B	C	D	No Response
5	A	B	C	D	No Response

7a. After confirming all student assessment information is correct (A), enter the student's responses to the items on this page by clicking on the response selected for each question (B). Select **No Response** (C) if the student did not answer the question or if you are unable to determine the student's response (e.g., student selected all responses).

- If you make an error when entering a response, change your selection to the response the student marked to update the entry.
- Every question needs to have a response or **No Response** selected; if you leave any questions without a response, you will see the error message below when submitting the responses for scoring.

Missing Response



One or more questions need a response. If the student left a question blank, select No Response.

OK

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7b. Once you are done entering the student's responses and they have been verified by a second staff member (when possible), select **Submit for Scoring** (D) at the bottom of the page.

- If there is a problem (for example, you realize after entering the responses that you have chosen the wrong form), you can select **Discard Assessment** at the bottom (E) to leave this page without submitting the student's responses.

32	A	B	C	D	No Response
33	A	B	C	No Response	
34	A	B	C	No Response	
Discard Assessment E D Submit for Scoring					

8. On the Latest Assessment tab of the Star Record Book, you can see confirmation that responses have been entered and are awaiting scoring (A) or you can review the student's scored results (B). Scores will populate approximately two to three minutes after the responses have been submitted.

Student ↓	GL	English	
		Star Adaptive (SS / PR)	
Sanchez, Sophia Enter Paper Responses	1	755 / 3 Math 05/29/2026 FL B	
Martinez, Oscar	1	832 / 28 Math 05/20/2026 FL	
Martindale, Victor	1	833 / 29 Math 05/29/2026 FL	
Jones, Betty Enter Paper Responses	1	Tested ✓ Math 06/10/2026 FL A	

Paper-Based Materials Return Instructions

This section contains instructions for preparing and packaging materials for return for Fall/Winter 2026 Florida Assessment of Student Thinking (FAST) Progress Monitoring (PM) administrations of the following assessments:

- Grades 1–2 FAST Star Reading
- Grades K–2 FAST Star Math

District assessment coordinators and school assessment coordinators should familiarize themselves with these instructions prior to preparing materials for return after any FAST paper-based test administration. Note that the process for returning DRC FAST paper-based accommodated test materials differs from the materials return process for other statewide assessments. However, schools may return Star K–2 FAST materials with the Grades 3–10 FAST paper-based materials to DRC.

For questions regarding return dates, please contact the Bureau of K–12 Student Assessment at 850-245-0513. Other questions regarding material returns may be directed to the Florida Help Desk at 866-815-7246 or FloridaHelpDesk@CambiumAssessment.com.

Prepare Materials for Return

Prepare materials according to the following instructions to ensure that student scores are accurately reported. **Incorrectly labeled or mispackaged materials may delay reporting of student results.**

1. Verify that all secure materials have been collected. District assessment coordinators must investigate immediately if any secure materials are missing.

2. Confirm that all scorable K–2 regular print, large print, and one-item-per-page tests have been entered into the Renaissance Growth Platform (RGP) for scoring. Test and response books returned to DRC without being first recorded into the RGP will not be scored. Braille materials can be entered into the RGP locally or returned to DRC for transcription and entry. Additional braille return instructions are on the following pages.

3. Inspect all secure materials individually to ensure they are properly identified.

- Verify that each test and response book has a student name written on the front cover.
 - Remove any stray marks from the security number barcode.
 - Do not review test content, student responses, or check through books for any reason.

4. Separate materials to ensure only the FAST test materials indicated below are being packaged for return.

- TO BE SCORED braille test documents that **have not been** entered into the RGP (**place** in Special Document Envelopes):
 - Braille Answer Sheets containing student responses
 - Braille Test Books

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- Regular Print Test Documents
- NOT TO BE SCORED test materials (**do not place** in Special Document Return Envelopes):
 - Used regular print, large print, and one-item-per-page test and response books, and braille test documents that **have been** entered into the RGP
 - Unused or defective regular print, large print, and one-item-per-page test and response books, and braille test documents

Materials do not need to be sorted by grade level, subject, or special program if they require the same type of return label. For instance, all regular print materials may be placed in the same box, unsorted, with a DRC white return label affixed. Materials for Grades K–2 can be returned in the same boxes as other NOT TO BE SCORED materials from Grades 3–10 FAST assessments.

Package Materials for Return

Place materials in boxes and apply the appropriate colored return and UPS-RS shipping label on each box. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). If you need additional labels, the district assessment coordinator may request additional return labels through the *Place Additional Orders* page in TIDE. Do not copy or create your own labels.

It is your responsibility to package all materials correctly. Mispackaged braille materials will impact the reporting of student results.

TO BE SCORED Braille Test Documents – Return to DRC
➤ FAST Star Reading and FAST Star Math braille tests that have not been entered into the RGP. Note: Braille materials can be entered into the RGP locally or returned to DRC for transcription and RGP entry.
1. The person preparing the envelope should open each Special Document Return Envelope and verify that each envelope contains documents for one student only. Materials for one student may be placed in more than one envelope. Make sure that the student envelope(s) contains the following braille test materials for each subject tested: Return Braille Test Documents • Braille Answer Sheets containing student responses • Braille Test Book • Regular Print Test Document (with student name written on front cover) 2. Verify the following on the braille and associated regular print test documents: • Student name is included on the front cover of the braille test books and braille answer sheets. • If student responses are recorded on braille answer sheets, the materials may be returned to DRC for transcription. Follow return instructions for TO BE SCORED braille materials. • If responses are recorded for the student or if braille responses are transcribed at the school into the regular print test documents, responses should be entered by school or district staff into the RGP. Follow return instructions for NOT TO BE SCORED braille materials. 3. Verify that the student information is completed on the Special Document Return Envelope(s). The space on the envelope marked “Student Envelope __ of __” should be used to number each student’s envelopes 1 of n, 2 of n, etc., where n is the total number of envelopes for that student. Seal the envelope(s).

4. **Place the Special Document Return Envelope(s) containing TO BE SCORED braille materials in the boxes in which they arrived.** Do not return TO BE SCORED braille materials in the same boxes as NOT TO BE SCORED materials. Mispackaged materials will delay reporting of student results.
5. **Affix a pink DRC TO BE SCORED return label for the correct administration (e.g., DRC – FALL 2026 B.E.S.T. EOC & FAST PM1/RETAKE, DRC – WINTER 2026 B.E.S.T. EOC, FACT, & FAST PM2/RETAKE) to the top of each box.** Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Apply one TO BE SCORED colored return label and one UPS-RS shipping return label to each box.

NOT TO BE SCORED Materials – Return to DRC

- FAST Star Reading and FAST Star Math tests that **have** been entered into the RGP.

1. **Place all NOT TO BE SCORED materials in boxes.**
Include used and unused regular print, large print, and one-item-per-page test and response books. Also include any unused braille or braille materials that have been entered into the RGP.
2. **Affix a white NOT TO BE SCORED return label for the correct administration (e.g., DRC – FALL 2026 B.E.S.T. EOC & FAST PM1/RETAKE, DRC – WINTER 2026 B.E.S.T. EOC, FACT, & FAST PM2/RETAKE) to the top of each box.**
Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Apply one NOT TO BE SCORED colored return label and one UPS-RS shipping return label to each box.

Note: Secure test materials should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents as described in the *Hazardous Materials* section of the [2026–2027 Statewide Assessments Accommodations Guide](#).

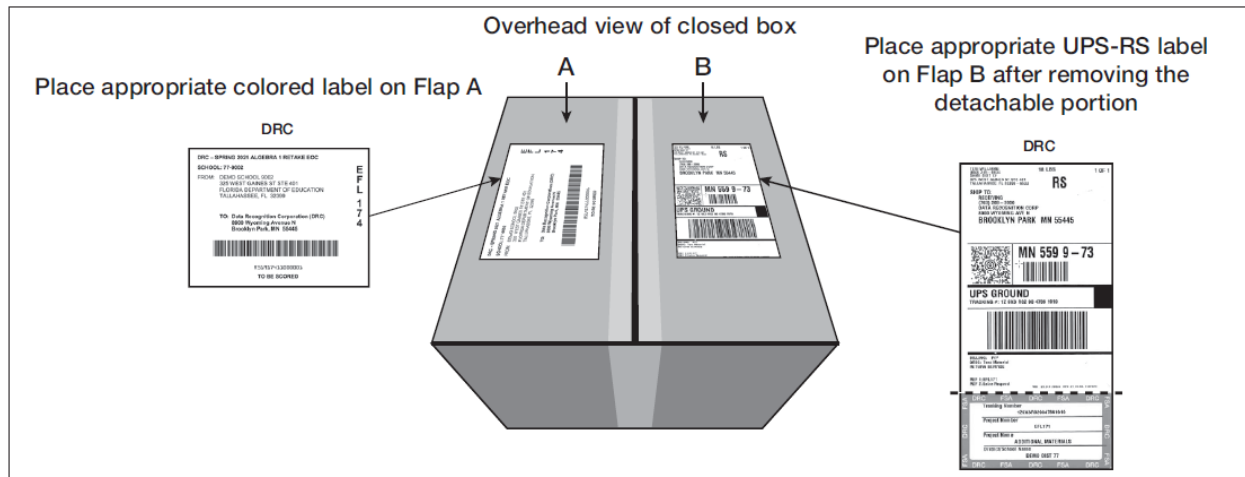
Refer to the table on the following pages for the appropriate return label colors for TO BE SCORED and NOT TO BE SCORED materials.

Sample Return Labels for FAST Star Reading and Star Math to DRC		
Return Method	Types of Materials	Sample Labels
TO BE SCORED	Braille that has not been entered into the RGP	PINK – Fall 2026 DRC – FALL 2026 B.E.S.T. EOC & FAST PM1/RETAKE SCHOOL: D7-9002 FROM: DEMO SCHOOL D7-9002 325 WEST GAINES ST STE 414 FLORIDA DEPARTMENT OF EDUCATION TALLAHASSEE, FL 32399 TO: Data Recognition Corporation (DRC) 8900 Wyoming Avenue N Brooklyn Park, MN 55445  R51965739000001 To Be Scored – Braille PINK – Winter 2026 DRC – WINTER 2026 B.E.S.T. EOC, FACT, & FAST PM2/RETAKE SCHOOL: D7-9002 FROM: DEMO SCHOOL D7-9002 325 WEST GAINES ST STE 414 FLORIDA DEPARTMENT OF EDUCATION TALLAHASSEE, FL 32399 TO: Data Recognition Corporation (DRC) 8900 Wyoming Avenue N Brooklyn Park, MN 55445  R51965830000001 To Be Scored – Braille

Return Method	Types of Materials	Sample Labels
NOT TO BE SCORED	- Regular Print, used and unused - Large Print, used and unused - One-item-per-page, used and unused - Braille that has been entered into the RGP and unused	WHITE – Fall 2026 DRC – FALL 2026 B.E.S.T. EOC & FAST PM1/RETAKE SCHOOL: D7-9002 FROM: DEMO SCHOOL D7-9002 325 WEST GAINES ST STE 414 FLORIDA DEPARTMENT OF EDUCATION TALLAHASSEE, FL 32399 TO: Data Recognition Corporation (DRC) 8900 Wyoming Avenue N Brooklyn Park, MN 55445  R51965719000001 NOT TO BE SCORED WHITE – Winter 2026 DRC – WINTER 2026 B.E.S.T. EOC, FACT, & FAST PM2/RETAKE SCHOOL: D7-9002 FROM: DEMO SCHOOL D7-9002 325 WEST GAINES ST STE 414 FLORIDA DEPARTMENT OF EDUCATION TALLAHASSEE, FL 32399 TO: Data Recognition Corporation (DRC) 8900 Wyoming Avenue N Brooklyn Park, MN 55445  R51965810000001 NOT TO BE SCORED
		WHITE – Fall 2026 DRC – FALL 2026 B.E.S.T. EOC & FAST PM1/RETAKE SCHOOL: D7-9002 FROM: DEMO SCHOOL D7-9002 325 WEST GAINES ST STE 414 FLORIDA DEPARTMENT OF EDUCATION TALLAHASSEE, FL 32399 TO: Data Recognition Corporation (DRC) 8900 Wyoming Avenue N Brooklyn Park, MN 55445  R51965719000001 NOT TO BE SCORED WHITE – Winter 2026 DRC – WINTER 2026 B.E.S.T. EOC, FACT, & FAST PM2/RETAKE SCHOOL: D7-9002 FROM: DEMO SCHOOL D7-9002 325 WEST GAINES ST STE 414 FLORIDA DEPARTMENT OF EDUCATION TALLAHASSEE, FL 32399 TO: Data Recognition Corporation (DRC) 8900 Wyoming Avenue N Brooklyn Park, MN 55445  R51965810000001 NOT TO BE SCORED

Label Boxes for Return

Ensure that the appropriate **colored return label** is applied to boxes. Place the correct **UPS-RS label** on each box as indicated on the box diagram graphic below.



UPS-RS Return Labels

All districts will be shipped UPS-RS labels. Contact the Florida Help Desk at 866-815-7246 or FloridaHelpDesk@CambiumAssessment.com to request additional UPS-RS labels, as needed.

1. Affix the corresponding DRC UPS-RS label to the top of each box, in addition to the appropriate colored return label (see chart below), making sure that it is **not** applied across the box flap seam. Do not send any boxes via UPS without a UPS-RS label. Use the chart below to determine which UPS label to use based on the colored return label.
2. Keep records of the detachable tracking number located at the bottom of the label to help facilitate this process (see sample on the following page). DRC's detachable receipt has a pink border for easy distinction. The UPS-RS number is located directly above the barcode in the middle of the shipping label. These tracking numbers do not need to be provided to the contractor unless requested.

UPS-RS Label	DRC Colored Return Label
2 nd DAY AIR	Pink
GROUND	White

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Sample DRC 2nd Day Air UPS-RS Label

TERI WILLIAMS
(850) 245-0804
DEMO DISTRICT D7
325 WEST GAINES ST STE 401
TALLAHASSEE FL 32399-8533

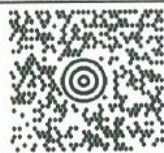
10 LBS

1 OF 1

RS

SHIP TO:

RECEIVING
(763) 268-2000
DATA RECOGNITION CORP
8900 WYOMING AVE
BROOKLYN PARK MN 55445



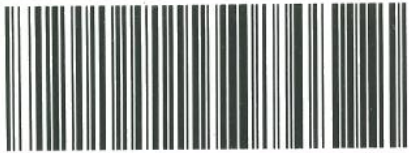
MN 559 9-73



UPS 2ND DAY AIR

TRACKING #: 1Z 9X3 16Y 87 4092 6923

2



BILLING: P/P
DESC: Additional Materials
RETURN SERVICE

REF 1:EFL547
REF 2:Extra Request

WS 28 0 7 Zebra UPS ZT4 12 04 03/2025

FAST/B.E.S.T.

DRC

FAST/B.E.S.T.

Tracking Number

1Z9X316Y8740926923

Project Name

Additional Materials

UPS Returns

866-857-1501 or UPS.com/us

District/School Name

DEMO DISTRICT D7

FAST/B.E.S.T.

DRC

FAST/B.E.S.T.

Sample DRC Ground UPS-RS Label

TERI WILLIAMS
(850) 245-0804
DEMO DISTRICT D7
325 WEST GAINES ST STE 401
TALLAHASSEE FL 32399-8533

10 LBS

1 OF 1

RS

SHIP TO:

RECEIVING
(763) 268-2000
DATA RECOGNITION CORP
8900 WYOMING AVE
BROOKLYN PARK MN 55445

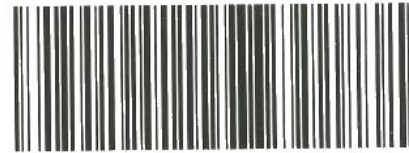


MN 559 9-73



UPS GROUND

TRACKING #: 1Z 9X3 16Y 90 4121 3104



BILLING: P/P
DESC: Additional Materials
RETURN SERVICE

REF 1:EFL547
REF 2:Extra Request

WS 28 0 7 Zebra UPS ZT4 12 04 03/2025

FAST/B.E.S.T.

DRC

FAST/B.E.S.T.

Tracking Number

1Z9X316Y9041213104

Project Name

Additional Materials

UPS Returns

866-857-1501 or UPS.com/us

District/School Name

DEMO DISTRICT D7

FAST/B.E.S.T.

DRC

FAST/B.E.S.T.

Return Materials to Contractor

Return TO BE SCORED braille documents no later than return deadlines. If necessary, district assessment coordinators may request additional return labels and shipping boxes through the Place Additional Orders page in TIDE. If you encounter difficulties with these shipping procedures, please contact the Florida Help Desk at 866-815-7246 or FloridaHelpDesk@CambiumAssessment.com.

For questions regarding return dates or materials return, please contact the Bureau of K–12 Student Assessment at 850-245-0513.

UPS Return Instructions

Remove the detachable receipt from the bottom of your UPS labels and retain for your records. Note the contents of the box and the UPS tracking number associated with those materials.

You may return your UPS materials the following ways:

- **Drop Off:** Take your materials to a UPS Customer Center or Store. Materials taken to a UPS Customer Center or Store must be dropped off by the location's posted "UPS Pickup" time on the specified return date to be considered an on-time return.
- **Daily Pickup:** Return with your daily on-route pickup. If you have more than 10 boxes, contact UPS to ensure the driver is properly equipped.
- **Schedule Online:** [CLICK HERE TO SCHEDULE A UPS PICK-UP ONLINE](#)
Schedule your pickup at least 24 hours in advance.
- **Schedule by Phone:** Schedule a pickup by calling UPS at 1-866-857-1501. Do **not** call the UPS general pickup number found on the UPS website.
 - Schedule your pickup date and time at least 24 hours in advance.
 - Advise UPS that you have a pickup for Data Recognition Corporation using UPS-RS labels.
 - There is not a charge for these services.

Secure Material Tracking Reports

Secure Material Tracking Reports (SMTR) are available in TIDE to assist school and district assessment coordinators with tracking the return of materials. The SMTR tracks all secure materials (test materials with security barcodes) returned to DRC. The purpose of these reports is to identify any discrepancies that may exist between a district's records of what was returned and the contractor's records of what was received.

DRC's SMTR reports will be posted daily in TIDE and will be available the week districts receive their first secure material shipment. The SMTR can be found in the After Testing section in TIDE. Reports can be found in the Track Documents panel of the **Secure Material Tracking Reports** page. More information and detailed descriptions of the report fields can be found in the [TIDE User Guide](#) available on the [Florida Statewide Assessments Portal](#).

Prepare District Assessment Coordinator ONLY Boxes

1. Place the following materials, as applicable per administration and as required by your district, in the District Assessment Coordinator ONLY boxes (along with any other ancillary materials that your district assessment coordinator has asked you to place in these boxes, such as used scratch paper):
 - Original administration information
 - Original *Test Materials Chain of Custody Forms*
2. Review the administration information. District assessment coordinators must notify FDOE if any secure materials are missing. A form for reporting missing materials is available on the [Florida Statewide Assessments Portal](#). Complete the necessary investigation and file the records.
3. Seal the box; write “District Assessment Coordinator ONLY” on the side of the boxes.
4. Store these materials in a secure location. After results for this administration have been reported, districts may choose to recycle or destroy these materials.

Appendix A: Change Log

Location	Change	Date