

DATE SENT: JULY 15, 2016
SUBJECT: CELDT 2016–17 EDITION SCORABLE MATERIALS REQUEST A PICKUP SITE
AVAILABLE



Dear CELDT District Coordinator:

The 2016–17 Edition Scorable Materials Request a Pickup application for the California English Language Development Test (CELDT) is now available. To request a scorable pickup, log on to the secure [District Portal](#) and select the *Request a Pickup* link.

Below are some reminders to make your pickup experience easier:

- 1) Districts are allowed **one** scorable pickup **per administration month**. Each additional request within an administration month will be charged a \$45 fee. See the Retrieval Schedule on page iii of the *2016–17 Edition District and Test Site Coordinator's Manual (TCM)* for the first and last day to request a pickup in each administration month.
- 2) Districts that tested 5,000 or more English learners during the 2015–16 Edition may request two pickups during the administration month of October only. Districts that qualify for this service will receive a notification e-mail in September.
- 3) If your district has requested a 2015–16 Secure Materials for Destruction pickup within a few days of a 2016–17 scorable pickup, review the UPS shipping labels to ensure that the correct label is placed on each box. The scorable pickup labels will be marked, “2016–17 CELDT Scorable Documents,” and the labels for the nonscorable secure materials will be marked “2015–16 Materials for Destruction.”
- 4) If possible, shipments of 15 or more boxes should be palletized to expedite delivery and ensure that the entire shipment arrives at the same time. See Page 15 of the TCM for directions on creating a palletized shipment.
- 5) If the carrier has not picked up your shipment within three working days of submitting the request for pickup, call the CELDT Customer Support Center by phone at 866-850-1039. Do **not** place more than one pickup request for the same shipment, and do **not** ship the materials on your own.

For more information on returning scorable materials, see pages 11–16 in the TCM, which can be downloaded from the [Document Archive](#) Web page of the CELDT Web site. Additionally, a tutorial on packaging and returning scorable materials is available on the [Web Application Tutorials](#) Web page.

For further information, please contact the CELDT Customer Support Center by phone at 866-850-1039 or by e-mail at support@celdt.org.

Sincerely,

CELDT Project Team
Educational Data Systems