

SUBJECT: Districts Limited to One Scorable Request For Pickup Per CELDT
Administration Month
DATE SENT: July 22, 2016



EDUCATIONAL
DATA SYSTEMS

Dear CELDT District Coordinator:

Per the Retrieval Schedule on page iii of the *2016–17 Edition District and Test Site Coordinator's Manual* (TCM), districts may request one pickup of scorable materials per administration month.

Districts that schedule more than one pickup request per administration month will be charged a \$45 processing fee for each additional request for pickup.

It is important to remember that schools must return scorable materials to the CELDT District Coordinator so that all documents can be packaged together and picked up from a centralized location. For 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. A tutorial on packaging and returning scorable materials is available on the [Web Application Tutorials](#) Web page.

For questions, 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