

SUBJECT: CELDT November 2016 Monthly Update E-mail  
DATE SENT: October 27, 2016



EDUCATIONAL  
DATA SYSTEMS

**Upcoming Dates and Deadlines for  
November 2016**

Please mark your calendar!

**Tuesday, November 1**

**2016–17 Edition Pre-Identification (Pre-ID) Extended Window Opens**

At the start of the Pre-ID Extended Window, a new purchase order will be required. Districts may order Pre-ID labels through June 12, 2017 for students tested outside the Annual Assessment (AA) Window. For more information on ordering Pre-ID labels during this window, review the [Pre-ID Extended Window](#) Web page.

**Thursday, November 10**

**Last Day to Request a Pickup of Scorable Materials for the  
2016–17 Edition AA Window**

Request a scorable pickup online by this deadline to ensure that the results of students tested within the AA Window are included in AA Window data files. To schedule a scorable pickup, log on to the secure [District Portal](#) and select the *Request a Pickup* link. **Remember** that if there are 20 or more boxes ready for pickup at one time and the district is capable of creating and wrapping pallets, the *Pallets* option should be selected when making a request for pickup. Pallet shipments ensure all scorable materials in a shipment arrive at the same time in order to process them immediately.

**Friday, November 11**

**Holiday—Educational Data Systems Closed**

**Friday, November 11–Friday, November 18**

**Request a Pickup Web Site Closed**

During this time, districts will not be able to request a scorable materials pickup. Districts may place a request for pickup for the November administration month shipment beginning **Monday, November 21, 2016**.

**Thursday, November 17**

**2016–17 Edition AA Window “On-Your-Own” Shipping Receipt Deadline**

This is the last day for Educational Data Systems to receive AA Window scorable materials if shipped “On-Your-Own.” AA Window materials shipped by the district (not via a Request for Pickup) and received after November 17 will be processed outside the AA Window and will not be part of the Title III accountability calculations.

**Thursday, November 24–Friday, November 25  
Holiday—Educational Data Systems Closed**

**Wednesday, November 30**

**Last Day to Request a Pickup of Scorable Materials for November**

To schedule a scorable pickup for 2016–17 Edition test materials, log on to the secure [District Portal](#) and select the *Request a Pickup* link.

**Did You Know?**

- If UPS has not picked up your scorable shipment within three working days of placing the request, call the CELDT Customer Support Center. Do **not** make a second pickup request, as this will result in a duplicate pickup request for your district, which may lead to additional fees.

Additional information about the topics included in this e-mail is available on the CELDT Web site at <https://www.celdt.org/>. To view important dates and deadlines for test administration activities, workshops, and reporting activities, access the [CELDT Calendar](#) Web page on the CELDT Web site. For further inquiries, please contact the CELDT Customer Support Center by phone at 866-850-1039 or by e-mail at [support@celdt.org](mailto:support@celdt.org).

Sincerely,

CELDT Project Team  
Educational Data Systems