

NEW ITEM IN YOUR MATERIALS RETURN KIT

For the Spring 2011 administration of MI-Access, the contractor, Questar Assessment, Inc., will be including a new item inside the Materials Return Kit. This new item is called the MI-Access Material Return Label and it must be adhered to boxes returned to Questar following the fall administration.

NOTE: The MI-Access Material Return Label must be used in addition to the UPS RS shipping label also included in the Materials Return Kit. Both labels must be adhered to the outside of each box returned to Questar to ensure packages are received in a timely and organized manner.

Here is an example of the new MI-Access Material Return Label.

MI-Access Material Return Label



RL-2011-310-SC-001

From:
00000
School Name
School Street
City, State 00000

To:
Questar Assessment, Inc.
14720 Energy Way
Apple Valley, MN 55124

BOX _____ of _____ MI1130 Access

INSTRUCTIONS:

1. Find the MI-Access Material Return Label in the Materials Return Kit.
2. If more than one box is used to return your materials, please number the boxes ("1 of X," "2 of X," etc.) in the space provided on the Material Return Label(s).
3. Adhere the MI-Access Material Return Label to the box(es).
4. Find the UPS RS label in the Materials Return Kit.
5. Adhere the UPS RS label to the box(es).

Thank you for using this new label on your boxes to be returned to the MI-Access contractor. Should you have any questions about the label, please call 1-877-560-8378 option 4 or email OEAA@michigan.gov.

