

Inside this envelope, you will find the following materials to be used when organizing and packing your district's MI-Access materials for return to the contractor:

- ✓ Packing Checklist
- ✓ Pre-paid UPS RS label(s)
- ✓ Green Divider Sheet
- ✓ Gold Divider Sheet
- ✓ Material Return Label(s)
- ✓ Material Return Label Instructions

Please see the graphic and abbreviated instructions on the Packing Checklist to help you properly organize, pack, and ship your district's MI-Access materials. For detailed instructions, please refer to the *2010/2011 MI-Access Test Administrator Manual*.

Please keep the following in mind:

- ✓ ALL materials shipped to your district **MUST** be returned to the MI-Access contractor **except** for the following non-secure materials:
 - ✓ Manuals
 - ✓ Rulers
 - ✓ Security Compliance Forms (keep on file at the district for one year)

IMPORTANT: The MI-Access contractor will verify that all materials shipped to your district, except those listed above, have been returned. Should any of your district's materials be missing, you will be notified.

- ✓ Ensure that each scorable student answer document has a valid/correct MI-Access Pre-ID barcode label adhered to it. This information must be present in order for answer documents to be scored. Districts will incur a financial penalty if answer documents are returned without labels, or if the labels contain incorrect information (go to www.mi.gov/mi-access for more details).
- ✓ After properly packaging your materials, seal each box and adhere a UPS RS label and a Material Return Label onto each box. If you do not use the UPS RS labels provided, the district will incur the cost of shipping.
- ✓ Give each box to your regular UPS driver **NO LATER THAN** April 8, 2011. If your materials are picked up after April 8, you will be charged a late fee (go to www.mi.gov/mi-access for more details).
- ✓ If you do not have a UPS account, call 1-877-536-2697 for a free pickup. Reference your tracking number, which can be found on the UPS RS label, and the contractor name, Questar Assessment, Inc.

