

PLEASE REMEMBER TO...

- ❑ Affix the provided UPS Return Service (RS) label(s) onto the original shipping box(es). There can be more than one school per box.
- ❑ Affix the provided *Materials Return Label(s)* onto the shipping box(es).

Organize the box as follows:

- ❑ On the bottom, place all unused booklets, unused scan documents, used and unused picture cards, and used and unused accommodated materials. Place the green divider sheet on top.
- ❑ Next, place the used assessment booklets in the box and put the gold divider sheet on top.
- ❑ On top of the gold divider sheet, place the *School Return Envelope(s)*. Include the following documents in the *School Return Envelope(s)* in the following order:
 - School Header Sheet
 - Scorable answer documents
 - Used Class/Group ID Sheets
- ❑ Place *District Return Sheet* on top.



NO staples, rubber bands, paper clips, or foam
DO NOT RETURN MANUALS, RULERS,
OR SECURITY COMPLIANCE FORMS

How to Prepare Materials for Shipment to Questar Assessment, Inc.

