



IMR-MIA-17

MI-Access Instructions for Materials Return

1. First, collect all your materials. Materials may be returned by district **or** school coordinators. Inventory all materials by using the school packing lists and school security lists. If secure materials are missing, please obtain them from the appropriate person. You must also inventory and return any overage materials, if secure. Please Do NOT return security compliance forms or **unused** answer documents.
2. Secondly, complete the School Return Envelope(s) by doing the following:
 - A. If Reporting Code Sheets are being utilized, verify the accuracy of the reporting codes on the Reporting Code Sheets. Please also verify the reporting code entered on the individual student answer documents. Stack these on top of your answer documents.
 - B. Verify that each answer document being returned for scoring has a correct Pre-ID student barcode label. If any barcode labels are missing or incorrect, you may print them from the Secure Site (<https://baa.state.mi.us/BAASecure>). **A \$10 fee may be charged for each scored answer document returned without a barcode label.**
 - C. Ensure that the outside of each School Return Envelope has been completed accurately with the district and school information.
 - D. Insert all scorable used answer documents and reporting code sheets (if applicable) into the School Return Envelope. Check the box under Special Handling options if you are returning documents for students with word-processed pages. Make sure you leave the envelopes unsealed.
3. If you have any used answer documents that are marked “Do Not Score,” please insert them into the red Do Not Score envelope. Please do not return blank or unused answer documents.
4. Next, locate the Return Sheet and complete the front and back of the sheet. On the front, fill out the district name and district code. Follow the instructions on the Return Sheet. Please verify that all of the items on the Return Sheet have been completed.
5. Now you are ready to pack your boxes. Use the boxes that your testing materials were originally shipped in to pack the materials for **return to Measurement Incorporated**. If the original boxes are not available, use other sturdy boxes. Please DO NOT USE copier paper boxes.
6. Pack materials into your box(es) in the following order. Please note that all secure items must be returned. A diagram is available in Appendix G in the MI-Access manual.
 - A. Begin by placing all unused assessment booklets and other test materials such as **used or unused picture cards, listening scripts, and used or unused accommodated versions (CDs, enlarged print, or Braille) in the bottom of the box**. Place the green divider sheet on top of these materials. Please DO NOT return security compliance forms or **unused** answer documents.
 - B. Take the remaining used assessment booklets and place them on top of the green divider sheet. Place the gold divider sheet on top of the used assessment booklets.
 - C. Place all School Return Envelopes on top of the gold divider sheet. You will probably be able to pack all your materials into one box; however, if all of your materials will not fit into one box, please make sure that the School Return Envelopes are in Box 1 of your return shipment. If there are too many envelopes to fit into one box, proceed by packing the remainder into Box 2. Ensure that the Return Sheet is shipped in Box 1.
 - D. Red Do Not Score envelopes, if they are needed by your school(s), should be placed in the box with the School Return Envelopes.
7. Sign and date the Return Sheet and place it face up at the top of Box 1. Retain a copy for your records.

8. Do not return the OSA Security Compliance Form to the contractor. The state requires districts to keep these forms on file for three years following the assessment administration.
9. The Scoring Documents sheets that were used during the Participation and Supported Independence observations and online score entry **should be retained by the school and do not need to be returned.**
10. After all your materials have been placed into the box(es), fill the excess space with paper or cardboard if needed to keep the items protected during transit.
11. Remove or black out any old shipping labels. Then adhere a yellow Materials Return label to the top of each box. Fill in the district name and district code and the Box ___ of ___ fields for each box. Then securely seal each box with three strips of plastic shipping tape on the top and bottom.
12. Lastly, complete the “from” or sender’s section on the FedEx Express airbill and attach it to Box 1 of your shipment. You only need one airbill on Box 1 of your entire shipment. Then follow the instructions below to arrange your pickup. If you do not have enough yellow Materials Return labels and/or FedEx Express airbills, place an order on the Secure Site.

NOTE: Do not mark in any other section on the airbill. They have been preprinted with the accurate shipping destination and billing information.

Instructions for Returning via FedEx Express

1. Place the boxes where the FedEx driver normally delivers or picks up packages.
2. To schedule a pickup, call 1-800-GoFedEx (1-800-463-3339). After the voice prompt, “Welcome to FedEx. In a few words, please tell me what you’re calling about,” **you can press 9 or say, “Premier Customer Service Program.”**
3. When prompted, enter 999 999 933 as the nine-digit FedEx account number. You should be transferred to a specialized Premier Customer Service Representative. If all Premier Customer Service Representatives are busy, your call may be forwarded to a regular Customer Service Representative. A Premier Customer Service Representative will be able to answer more MI-Access-specific shipping questions more accurately than a regular Customer Service Representative, but either will be able to help you schedule your MI-Access pickup if you specify that you need to schedule a **FedEx Express pickup** for the MI-Access project.
4. Please have the following information available when you call:
 - phone number (if you have called to schedule FedEx pickups or ship materials prior to this call, FedEx will have your address information in their system; otherwise, this information will need to be provided);
 - the pickup date;
 - the total number of boxes you are returning; and
 - the average box weight (**you can use 30 pounds per box**).
5. For “multiple-piece shipments,” the FedEx driver will produce individual labels for each box linking it to the airbill on Box 1. Please retain the sender’s copy of the airbill for your records, as it contains the master tracking number for your return shipment.
6. After returning ALL your MI-Access materials for this administration, destroy any remaining FedEx Express airbills, as these are year specific.