

DRC PACKING INSTRUCTIONS for the RETURN OF FSA ELA (Writing, Reading & Mathematics) and FSA EOC (Algebra 1 & Geometry) MATERIALS

- ▶ To Be Scored (TBS): includes invalidated Test/Answer books marked “DNS.”
- ▶ Not To Be Scored (NTBS): includes UNUSED Test/Answer books (blank books, books with/without labels or bubbled books that were not used). Also, defective Test/Answer books marked “DNS.”

1. Separate materials by type (TBS vs NTBS) for each assessment:

To Be Scored materials (TBS)	Not To Be Scored materials (NTBS)
STACK all TBS FSA ELA Writing	STACK all NTBS FSA ELA Writing
STACK all TBS FSA ELA Reading	STACK all NTBS FSA ELA Reading
STACK all TBS FSA Mathematics	STACK all NTBS FSA Mathematics
STACK all TBS FSA EOCs	STACK all NTBS FSA EOCs

2. Organize each group type (TBS and/or NTBS) by grade level or subject, as applicable:

To Be Scored materials (TBS)	Not To Be Scored materials (NTBS)
SEPARATE & STACK all TBS FSA ELA Writing by grade level	SEPARATE & STACK all NTBS FSA ELA Writing by grade level
SEPARATE & STACK all TBS FSA ELA Reading by grade level	SEPARATE & STACK all NTBS FSA ELA Reading by grade level
SEPARATE & STACK all TBS FSA Mathematics by grade level	SEPARATE & STACK all NTBS FSA Mathematics by grade level
SEPARATE & STACK all TBS FSA EOCs by subject	SEPARATE & STACK all NTBS FSA EOCs by subject

3. Physically count each book, by type (TBS vs. NTBS) and grade level/subject and record the counts in the respective PBT Accounting Form available at the TDC Documents webpage (see Figure 1 below).

To Be Scored materials (TBS)	Not To Be Scored materials (NTBS)
PHYSICAL COUNT of all TBS FSA ELA Writing by grade level	PHYSICAL COUNT of all NTBS FSA ELA Writing by grade level
PHYSICAL COUNT of all TBS FSA ELA Reading by grade level	PHYSICAL COUNT of all NTBS FSA ELA Reading by grade level
PHYSICAL COUNT of all TBS FSA Mathematics by grade level	PHYSICAL COUNT of all NTBS FSA Mathematics by grade level
PHYSICAL COUNT of all TBS FSA EOCs by subject	PHYSICAL COUNT of all NTBS FSA EOCs by subject

4. Gather all vendor packing lists (original and additional orders) for each assessment being packed, if applicable, include TDC packing lists for additional materials.

5. Add all like items and record the respective quantities received for each material in the PBT Accounting Form available at the [TDC Documents](#) webpage.

NOTE: When packing Special Document Kits, you must return all materials received, including the Regular Print Book that was received as part of the kit.

Figure 1

6. Identify the correct Vendor Return Label (VRL) by referencing the TAMs, the Friendly Reminder Chart or the Vendor Return Labels Diagram (both the Chart and the Diagram are available on the TDC Documents webpage).

7. Confirm that you have the correct Vendor Return Label. Note that Calibration materials will require the assessment/color specific Vendor Return Label with the blue stripe.

✓ The assessment title on the label matches the books' title

✓ This is my school's location number

✓ This is my school's name and address

✓ DRC is the correct vendor for all FSA materials

✓ Orange is the correct color for FSA ELA Reading & Mathematics TBS materials

RECORD THIS NUMBER

✓ Yes, this label is for TBS Materials

SPRING 2019 FSA READING GR 4-10 & MATH GR 3-8
 SCHOOL: 77-9002
 FROM: Demo School 9002
 325 WEST GAINES ST SUITE 401
 TALLAHASSEE, FL 32399
 TO: Data Recognition Corporation (DRC)
 7303 Boone Ave N
 Brooklyn Park, MN 55428
 R5199512000001
 TO BE SCORED

8. Confirm that you have the correct UPS Return Label.

DRC UPS GROUND LABEL

Use this label to send:

- All To Be Scored (TBS) and Not To Be Scored (NTBS) Regular, non-calibration, materials.
- Special Document Kits (Large Print, OIPP and Braille). Return all material received in "Kit" (include Regular Print book).

RECORD THIS NUMBER

SHIP TO:
 DRC FSA
 (888) 816-7248
 DRC 951 FL
 7303 BOONE AVE N
 BROOKLYN PARK MN 55428

UPS GROUND
 TRACKING #: 1Z 301 A41 90 5813 6263

DRC NEXT DAY AIR LABEL

Use this label to send:

- To Be Scored (TBS) Calibration materials ONLY

RECORD THIS NUMBER

SHIP TO:
 DRC FSA TO BE SCORED CALIBRATION
 (888) 816-7248
 DRC 951 FL
 7303 BOONE AVE N
 BROOKLYN PARK MN 55428

UPS NEXT DAY AIR
 TRACKING #: 1Z 301 A41 84 5871 8280

9. Place materials in a DRC bag and close with the provided zip tie, then place the bagged material in the box. If you have a hand-held barcode scanner, scan and record all Security and Tracking Numbers onto an excel spreadsheet as seen in Figure 2.

Figure 2

ASSESSMENT TITLE (e.g. Algebra 1)			
BOX #	Box 1	Box 2	Box 3
Vendor Return Label #	R59660410213040	R59660410213041	R59660410213042
UPS Return Label #	1Z943105687995	1Z943105688664	1Z943105683187
Security Numbers for books in box	S51985610000096	S51985610000143	S51985610000217
	S51985610000100	S51985610000144	S51985610000218
	S51985610000098	S51985610000145	S51985610000219
	S51985610000099	S51985610000146	S51985610000220
	S51985610000100	S51985610000147	S51985610000221
	S51985610000101	S51985610000148	S51985610000222

10. Securely seal the box and place the identified Vendor Return Label (VRL) and the DRC UPS Return Label on the flaps marked "A" and "B" (one VRL label on a flap and one UPS label on the opposite flap).

11. Ensure that you have recorded all information pertaining to this shipment on the [2019 Spring Material Return Form](#), located at the TDC Documents webpage.

12. Call UPS at **1-866-857-1501** to schedule a pickup or complete the online "Schedule a Pickup" form, located at: https://wwwapps.ups.com/pickup/sched...ule?loc=en_US

Please note that you will need to provide the UPS Label Tracking Number(s) as well as the total number of boxes that will be ready for pickup.

Please contact TDC for all questions pertaining to materials returns at 305.995.3744.