

**“FRIENDLY REMINDER”
FROM THE TEST DISTRIBUTION CENTER (TDC)
STANFORD ACHIEVEMENT TEST, TENTH EDITION (SAT-10)**

**SPRING 2010 TEST MATERIALS RETURN
Due: March 23-25, 2010
NO EXCEPTIONS**

Schools must hand-deliver **all** test materials directly to the Test Distribution Center (TDC) before 3:30 p.m., March 23-25, 2010. Please note that this is the same return schedule as the FCAT and this year Regional Centers will not be collecting SAT-10 test materials.

Schools may pack Grade 1 and Grade 2 materials in the same boxes, with Grade 1 on top of Grade 2

“To Be Scored” Materials: white labels with red lettering

- **Completed Forms:** Original *Return Packing List* for “To Be Scored” materials, original *Record of Absences, Exemptions, and Invalidations*, and *School Procedural Checklist* (retain copies at the school site) place these completed forms in **box #1**.
- **Invalidations:** Envelope containing ID Header Sheets for students having all applicable subtests invalidated (**box #1**).
- **Absent, Exempt:** Envelope containing ID Header Sheets for students absent or exempt for all applicable subtests (**box #1**).
- **Florida Home Education (9998) or Miami-Dade Online Academy (7001):** Separate envelopes for each program containing ID Header Sheets/Test Booklets (**box #1**).
- **Hand-bubbled ID Header Sheets/Test Booklets:** Arranged in student sets for grade 1.
- **Pre-gridded ID Header Sheets/Test Booklets:** Arranged in student sets for grade 1.
- **Hand-bubbled ID Header Sheets/Test Booklets:** Arranged in student sets for grade 2.
- **Pre-gridded ID Header Sheets/Test Booklets:** Arranged in student sets for grade 2.

Visually Impaired (VI) Materials

- Pack all used and unused materials received for VI students separately in the large envelope.

“Not To Be Scored” Materials: white labels with black lettering

- **Completed Forms:** Original *Return Packing List* for “Not To Be Scored” materials, and original *Teacher Count Sheets* (retain copies at the school site).
- **Withdrawals:** ID Header Sheets for students withdrawn before testing.
- **Invalidated Test Booklets:** (only if all applicable subtests are invalidated).
- **Damaged Test Booklets:** If applicable.
- **Unused ID Header Sheets:** Blank or damaged.
- **Directions:** *Program Guide for Test Chairpersons, Primary 1 & Primary 2 Directions for Administering the Practice Test, and Primary 1 & Primary 2 Directions for Administering Stanford Select.*
- **Unused Practice Test**
- **Unused Test Booklets**