

## Protocol for PARCC Materials Shipments for Spring 2015

Shipping protocol for all PARCC materials, including all manuals and paper materials (if applicable) are detailed below. Shipments will follow these rules unless someone from your district changed the shipping protocol in PearsonAccess<sup>Next</sup> on or before December 17.

- **ELEMENTARY AND UNIT DISTRICTS:** When the Testing School RCDTS code for a student is part of an elementary or unit district, shipments will be packaged by school and mailed to the **district** address in PearsonAccess<sup>Next</sup>.

**EXAMPLE (ELEMENTARY DISTRICT):**

**Testing School= Hickory Point Elem School (Testing District= Northbrook ESD 27)**

**Manuals and Paper Test Materials (if applicable) packaged by school/shipped to district**

**EXAMPLE (UNIT DISTRICT):**

**Testing School= Seymour High School (Testing District= Payson CUSD 1)**

**Manuals and Paper Test Materials (if applicable) packaged by school/shipped to district**

- **HIGH SCHOOL DISTRICTS:** When the Testing School RCDTS code for a student is part of a high school district, shipments will be packaged by school and mailed to the **school** address in PearsonAccess<sup>Next</sup>.

**EXAMPLE:**

**Testing School= Argo Community High School (Testing District= Argo CHSD 217)**

**Manuals and Paper Test Materials (if applicable) packaged by school/shipped to school**

- **CITY OF CHICAGO DISTRICT 299:** When the Testing School RCDTS code for a student is part of City of Chicago District 299, shipments will be packaged by school and mailed to the **school** address in PearsonAccess<sup>Next</sup>.

**EXAMPLE:**

**Testing School=Amundsen High School (Testing District=City of Chicago District 299)**

**Manuals and Paper Test Materials (if applicable) packaged by school/shipped to school**

- **OTHER EDUCATIONAL ENTITY:** When the Testing School RCDTS code for a student is any other educational entity (not included in the above three descriptions), shipments will be packaged by school and mailed to the **school** address in PearsonAccess<sup>Next</sup>.

**EXAMPLE:**

**Testing School=Illinois School for the Deaf (Testing District=Dept. of Human Services)**

**Manuals and Paper Test Materials (if applicable) packaged by school/shipped to school.**