

## SAMPLE FORM LETTER FOR MATERIALS THAT CAN'T BE SCORED

*Dear Principal:*

*Please distribute the enclosed unscored periodic assessment answer sheets to the Literacy Coach, Math Coach, Science Lead Teacher or appropriate teacher(s).*

The Princeton Review is committed to resolve answer sheets that fail to scan if errors can be resolved quickly. However, we returned the enclosed answer sheets to your school because we do not wish to delay students' formative assessment data. While answer sheets can fail to scan for a number of reasons, the enclosed answer sheets are damaged, have missing data, or are in a format that cannot be scanned. For your convenience, we have identified, in the checklist below, some issues that prevented the enclosed answer sheets from being scanned. We also attempted to highlight errors on the enclosed answer sheet(s).

**Because the returned unscored answer sheets cannot be re-used**, we have included generic answer sheets (multiple choice or Teacher Constructed Response as appropriate) in order to record complete data for your students, as well as a "Return Header Sheet." When the new answer sheet(s) have been filled out (including student ID, assessment code, score, etc.), enclose them with the "Return Header Sheet" in the poly (ziplock) bag(s) to return the materials to Princeton. Bags may be placed in the FedEx prepaid envelopes for pickup during assessment windows for any subject area.

If there are no current assessment windows with scheduled FedEx pickups, please call the Princeton Review help desk at (888) 745-7737 to request a pick-up. Additionally, answer sheets may be dropped off at your Local District office in the Daily Courier Pickup Box.

### **Answer sheets are being returned for one or more of the following reasons:**

- Incomplete, invalid, or unreadable Student ID numbers that could not be verified in the District's SIS data at the time of processing
- Missing assessment code on generic answer sheet(s) – assessment codes are located on the lower right corner of every assessment booklet cover
- Elementary science assessments missing a Class Header Sheet, or the Class Header Sheet does not indicate the assessment given (Earth, Life or Physical science)
- Constructed response scores submitted on an answer sheet or in a format that cannot be scanned to report student(s) scores in a timely manner
- New student(s) added in the wrong section of the enclosed Teacher Constructed Response Answer Sheet(s) or missing student information
- Multiple scores recorded on a single line of a Constructed Response answer sheet(s)
- Answer sheet(s) damaged and could not be scanned
- Other (please see description below)