

Grade 4 & 8 Materials Request Form

MATERIALS REQUEST FORM 2000 State NAEP - Grade 4

Fax Number: 1-888-627-8842

*Phone Number: 1-888-NCS-NAEP
(627-6237)

School #: _____ A - _____ - _____

Date: _____

School Name: _____

Assessment Date: _____

School Address: _____
STREET ADDRESS (Do not use a P.O. Box)

_____ *CITY, STATE, ZIP CODE*

Assessment Administrator/Contact Person: _____

Phone Number: () _____ - _____

Fax Number: () _____ - _____

GRADE 4 MATH SESSION MATERIALS:

Quantity Needed	Units	Description	Inventory Number
	Bundle of 11	Grade 4 Math Test Booklets	NA02000032
	Each	Grade 4 Math Bilingual Test Booklet w/Bilingual Ruler	NA02000026
	Each	Grade 4 Math Booklet M120 <i>(to be used for large print only)</i>	NA02000066
	Each	Grade 4 Set "X"	NA00000344
	Each	Grade 4 Set "G"	NA02000054
	Each	Grade 4 Ruler	NA00000325
	Each	Grade 4 O/E Math Poster	NA00006315
	Each	Simple Calculators TI-108 "C"	NA00000337
	Each	Calculator Poster	NA00000338

GRADE 4 SCIENCE SESSION MATERIALS:

Quantity Needed	Units	Description	Inventory Number
	Bundle of 11	Grade 4 Science Test Booklets	NA02000033
	Each	Grade 4 Science Accommodation Booklet – S218C w/Kit C	NA02000040
	Each	Grade 4 Science Bilingual Glossary	NA02000042
	Each	Grade 4 Science Booklet S229 <i>(to be used for large print only)</i>	NA02000070
	Each	"Seeds" Science Kit A	NA20000004
	Each	"Unknown Powder" Science Kit B	NA20000005
	Each	"Markers" Science Kit C	NA20000006
	Bag	Gr4 Science Supplemental Materials	NA20000011

QUESTIONNAIRES/ROSTERS:

Quantity Needed	Units	Description	Inventory Number
	Each	Grade 4 School Questionnaire	NA02000018
	Each	Grade 4 Math/Science Teacher Questionnaire	NA02000015
	Each	SD/LEP Student Questionnaire	NA02000021
	Each	Grade 4 Roster of Questionnaires	NA02000007
	Each	Supplemental SD/LEP Roster	NA02000006

MISCELLANEOUS MATERIALS:

Quantity Needed	Units	Description	Inventory Number
	Each	Digital Timer	NA00002262
	Each	Administration Schedule - Blank	NA02000002
	Pad	Student Appreciation Certificate	NA02000047
	Each	Supplemental Shipping Envelope	NA00000336
	Each	School Storage Envelope	NA02000045
	Each	School Postcard '2000	NA02000049
	Each	UPS ARS Return Mailing Label	N/A
	Each	USPS Express Mail Return Labels	NA00009999

* Please use this form when ordering by phone.

TO BE COMPLETED BY NCS: Order Entered by: _____
Shipment Sent: _____

MATERIALS REQUEST FORM
2000 State NAEP - Grade 8

Fax Number: 1-888-627-8842

*Phone Number: 1-888-NCS-NAEP
 (627-6237)

School #: _____ B - _____ - _____

Date: _____

School Name: _____

Assessment Date: _____

School Address: _____
STREET ADDRESS (Do not use a P.O. Box) *CITY, STATE, ZIP CODE*

Assessment Administrator/Contact Person: _____

Phone Number: () _____ - _____

Fax Number: () _____ - _____

GRADE 8 MATH SESSION MATERIALS:

Quantity Needed	Units	Description	Inventory Number
	Bundle of 11	Grade 8 Math Test Booklets	NA02000034
	Each	Grade 8 Math Bilingual Test Booklet w/Bilingual Protractor/Ruler	NA02000029
	Each	Grade 8 Math Booklet M120 <i>(to be used for large print only)</i>	NA020008120
	Each	Grade 8 Set "Y"	NA00000345
	Each	Grade 8 Set "G"	NA02000055
	Each	Grade 8 Protractor/Ruler	NA00000326
	Each	Grade 8 O/E Math Poster	NA00006316
	Each	Scientific Calculators TI-130 "C"	NA00000324
	Each	Calculator Poster	NA00000330

GRADE 8 SCIENCE SESSION MATERIALS:

Quantity Needed	Units	Description	Inventory Number
	Bundle of 11	Grade 8 Science Test Booklets	NA02000035
	Each	Grade 8 Science Accommodation Booklet - S224C w/Kit C	NA02000041
	Each	Grade 8 Science Bilingual Glossary	NA02000043
	Each	Grade 8 Science Booklets S229 <i>(to be used for large print only)</i>	NA02000071
	Each	"Markers" Science Kit C	NA20000006
	Each	"Powders" Science Kit D	NA20000007
	Each	"Soil Test" Science Kit E	NA20000008
	Bag	Gr8 Science Supplemental Materials	NA20000012

QUESTIONNAIRES/ROSTERS:

Quantity Needed	Units	Description	Inventory Number
	Each	Grade 8 School Questionnaire	NA02000019
	Each	Grade 8 Math Teacher Questionnaire	NA02000016
	Each	Grade 8 Science Teacher Questionnaire	NA02000017
	Each	SD/LEP Student Questionnaire	NA02000021
	Each	Grade 8 Roster of Questionnaires	NA02000008
	Each	Supplemental SD/LEP Roster	NA02000006

MISCELLANEOUS MATERIALS:

Quantity Needed	Units	Description	Inventory Number
	Each	Digital Timer	NA00002262
	Each	Administration Schedule - Blank	NA02000002
	Pad	Student Appreciation Certificate	NA02000048
	Each	Supplemental Shipping Envelope	NA00000336
	Each	School Storage Envelope	NA02000045
	Each	School Postcard '2000	NA02000049
	Each	UPS ARS Return Mailing Label	N/A
	Each	USPS Express Mail Return Labels	NA00009999

* Please use this form when ordering by phone.

TO BE COMPLETED BY NCS:

Order Entered by: _____
 Shipment Sent: _____

Pickup Request Form



PICKUP REQUEST FORM

**UPS AUTHORIZED RETURN SERVICE (A.R.S.)
FAX FORM**

1. Place a pre-addressed A.R.S. return label on each box being returned. UPS WILL NOT TAKE PACKAGES WITHOUT A.R.S. LABELS.
2. If you are using the boxes in which the materials were sent to you, cover the original UPS label with the A.R.S. label.
3. THE A.R.S. LABELS ARE SCANNABLE AND FOR THAT REASON, MAKE NO ALTERATIONS TO THE LABEL. UPS WILL NOT ACCEPT A.R.S. PACKAGES WITH ALTERED LABELS.
4. If you need additional labels do not photocopy labels. UPS will not accept packages with photocopied A.R.S. labels. If you need additional A.R.S. labels, call NCS customer service at 1-888-627-6237 to request additional labels.

Arranging for Pickup.

- If UPS normally delivers or picks up packages to your school, they will pick up the boxes for return to NCS. Place the boxes in the designated pickup area in your school.
- If UPS does not make regular pickups at your school, you can fax the Pickup Request form to UPS using this toll-free number
1-877-899-3493 or call UPS at **1-800-PICK-UPS (1-800-742-5877)**
- If you are unable to fax the form, call NCS at 1-888-627-6237, toll-free, and they will arrange for pickup of your materials.

Write the number of boxes being returned and date available below, then fax to UPS for Pickup

Pickup Materials from:
Contact Person:
Address:

Telephone:

How Many A.R.S./Two Day Air Packages _____

Date Packages will be available for pickup ____/____/____00