|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please complete for shipping instructions and inquiry resolution:** | | |  | **Select 1 choice in each of the following 2 categories:**   * **Will your barcode labels be:**   **Locally Applied**  **Riverside Applied**  **Barcodes For Future Testing**  **(for Riverside use only) Order #:** Please indicate the sort order for return of barcodes: **Same order as file**  **School / Grade (alphabetical order)**  **School / Grade / Class (alphabetical order)** |
| **Test Coordinator:** | | |  |
| **Phone: (     )** | **e-mail:** | |  |
| **Technical Contact:** | | |  |
| **Phone: (     )** | **e-mail:** | |  |
| **System / School Name:** | | |  |
| **Send to Address:** | | |  |
| **City:** | **State:** | **Zip:** |  |
| **Purchase Order Number:** | | |  |
| **Anticipated Test Date:** | | |  |
| **Need By Date for Barcodes:** | | |  |

For quality control purposes, the information entered in this chart will be verified by comparison to the data on the file.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Check the test given for each grade** | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other | Iowa  CogAT  Other |
| **Grades** | K | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Number of students per grade** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Number of**  **barcode labels needed for each student** |  |  |  |  |  |  |  |  |  |  |  |  |  |

Below are categories of demographic information that may be included on your barcode file or coded in the demographic section of each answer document: **student’s last name, first name, gender, and date of birth *MUST* be included in the barcode file.** The remaining demographic fields can have the information taken from either the barcode file or coding on the answer document. Please identify below which fields of your barcode file will contain data. Fields with asterisks are used for processing barcode labels; however, this information will be overridden by the information provided on your Building and Grade/Class Identification Sheets. Building and Grade/Class Identification Sheets must be used for scoring. **The information in bold below is required for barcode creation and sort order.**

|  |  |  |  |
| --- | --- | --- | --- |
| FIELD NAME **Information can be taken from the file**  ***or* gridded on the answer document,**  **but not both.** | Included in Data File | FIELD NAME **Information can be taken from the file**  ***or* gridded on the answer document,**  **but not both.** | Included in Data File |
| **Student Name** |  | Test Administrator Use Only: COLUMN A |  |
| **Date of Birth** |  | Test Administrator Use Only: COLUMN B |  |
| **Gender** |  | Test Administrator Use Only: COLUMN C |  |
| **\*Grade (required on file for bar code sort order)** |  | Test Administrator Use Only: COLUMN D |  |
| **\*School Name (required on file for bar code sort order)** |  | Test Administrator Use Only: COLUMN E |  |
| \*School Code |  | Test Administrator Use Only: COLUMN F |  |
| \*Class Name |  | Test Administrator Use Only: COLUMN G |  |
| \*Class Code |  | Test Administrator Use Only: COLUMN H |  |
| Student ID Number |  | Test Administrator Use Only: COLUMN I |  |
| Additional ID Number |  | Test Administrator Use Only: COLUMN J |  |
| ITBS / ITED / Logramos Form |  | Test Administrator Use Only: COLUMN K |  |
| ITBS / ITED / Logramos Level |  | Test Administrator Use Only: COLUMN L |  |
| CogAT Form |  | Test Administrator Use Only: COLUMN M |  |
| CogAT Level |  | Test Administrator Use Only: COLUMN N |  |
| Race / Ethnicity |  | Test Administrator Use Only: COLUMN O |  |
| Other Information: Field 1 / CogAT SAS Score |  | Test Administrator Use Only: COLUMN P |  |
| Other Information: Field 2 |  | Test Administrator Use: (*exclusion*) COLUMN Z |  |
| Other Information: Field 3 |  | Programs |  |
| Test Administrator Use Only: CODE |  | Calculator Use |  |