Houghton Mifflin Harcourt

Houghton Mifflin Harcourt-Riverside
Barcode Identification Services Transmittal Form
Gates MacGinitie Reading Tests® Fourth Edition

2/18/2015

Please complete this form (sections 1–4) and make a copy of it for your records. You can post the form and data file to the Riverside Secure FTP site at https://rpcftp.rpclearning.com or send via email to barcode@hmhco.com.

1 Test Coordinator	**2** Regular Barcode Service:
Phone #:( ) Fax#: ( )	Customer-Applied Labels
IT/Technical Contact	☐ Building/Grade (alphabetical order)
Phone #: ( ) Fax#: ( )	☐ Building/Grade/Class (alphabetical order)
School System Name	
(Only valid street addresses can be used. No P.O. boxes, please.) SEND TO Address	
City State Zip	
Test Date	
Purchase Order Number	

Section 3 below contains a list of demographic fields followed by a column, which indicates whether Riverside should expect this field to be included in your data. Please check column A for each field containing data in your student data file. Section 4, below is to indicate which grades will be testing, and how many students from each grade are included in your student data file.

3 Field Taken from EITHER data file OR documents, NOT BOTH	A. Check if taken from data file
1 Student's Last Name	☑
2 Student's First Name	☑
3 Gender	☑
4 Date of Birth	☑
5 Other Information: Group	☐
6 Other Information: Field 2	☐
7 Other Information: Field 3	☐
8 Other Information: Field 4	☐
9 Student ID Number	☐
10 Ethnicity	☐
17 Other Group: Free/Reduced Lunch	☐
18 Other Group: Limited English	☐
19 Other Group: Migrant Student	☐
20 Other Group: Sec 504	☐
21 Other Group: Special Education	☐
22 Other Group: Title I	☐
27 Office Use: W	☐
28 Office Use: X	☐
29 Office Use: Y	☐
30 Office Use: Z	☐
32 Form (S or T)	☐

4 A. Check grades included on data file		B. Enter enrollment on data file for each grade
K	☐	
1	☐	
2	☐	
3	☐	
4	☐	
5	☐	
6	☐	
7	☐	
8	☐	
9	☐	
10	☐	
11	☐	
12	☐	

SUBMIT THE BARCODE ORDER: Please complete the Barcode Transmittal Form electronically and post the form and data file to the Riverside Secure FTP site at https://rpcftp.rpclearning.com or via email to barcode@hmhco.com. Contact Data Integration Barcode Administration at barcode@hmhco.com if you do not yet have a username and password to the SFTP site. Your completed Transmittal Form can also be faxed to 1-630-578-1347. For all other questions regarding barcode labels, contact Data Integration Barcode Administration (Email: barcode@hmhco.com, Fax#: 1-630-578-1347).