



# 2012 Standardized Testing and Reporting Request for Student Data File and Additional Reports

**Important:** Please complete these forms for each test administration period to ensure prompt service that meets the district's or charter school's reporting needs. Place this original form in **Box 1** of the district's or charter school's shipment of scorable documents.

**1. District STAR Coordinator Information**

Record the district STAR coordinator's name, school district or charter school name, county/district or charter school code, area code, and phone number.

Name \_\_\_\_\_

School District Name or Charter School Name \_\_\_\_\_

County/District Code or Charter School Code \_\_\_\_\_

(        )

Area Code

Phone Number

Extension

**2. Administration Number (Multiple-choice tests only)**

You must include a 2012 Processing Form with the shipment of scorable materials for each test administration period. Enter the test administration period number for this shipment.

**Test Administration Period:** \_\_\_\_\_

**3. Report Shipment Address**

Reports will be shipped to the Primary Shipping address shown in your school district or charter school profile in the STAR Management System. If there is a Report Shipment address added to the profile before June 1, 2012, the Report Shipment address will be used instead. To see the addresses associated with your school district or charter school:

- a. Log on to the STAR Management System at <http://k12star.ets.org/star2012/>.
- b. To edit an existing address, select the Maintain/Update Profile link in the "Profile" area of the left navigation bar and then select the appropriate **Update** button.
- c. To add a new address, select the Add New Address link in the "Profile" area.
- d. Enter or edit the shipping address to which reports should be sent.

**4. Electronic Media for STAR Student Data File**

The STAR report package includes an electronic student data file. Check a data format to be used for this file—ASCII text or XML—and select the hardware platform on which the disc will be run. (*Check one each.*)

**Note:** If one of these is not selected, the school district or charter school will receive the student data in ASCII text format on a PC-compatible CD-ROM. **Please choose one format in the left column and one compatible hardware platform in the right column.**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <i>Data format</i>                  | <i>Hardware compatibility</i>       |
| <input type="checkbox"/> ASCII text | <input type="checkbox"/> PC CD-ROM  |
| <input type="checkbox"/> XML*       | <input type="checkbox"/> Mac CD-ROM |

\*extensible markup language, not MS-Excel (.xls)

**5. Optional Additional Reports**

If your school district or charter school needs to order additional copies of reports to be shipped with the standard report order, fill out the form on the next page with quantities and estimated total charge. Please note that school districts and independently testing charter schools will receive the Standard STAR Report Package, described on the next page, at no additional charge.

**6. Purchase Order Number for Optional Additional Reports**

Record the purchase order number that authorizes payment for the additional reports. Fax or mail a copy of both pages of this form, together with a copy of the purchase order, to:

STAR Technical Assistance Center  
2731 Syston Drive  
Concord, CA 94518  
FAX 800-541-8455

Include originals in the shipment of scorable materials.

**Purchase Order Number**

\_\_\_\_\_

**Authorized Signature**

\_\_\_\_\_

**Signature Date**

\_\_\_\_\_

**Note:** To process a request for additional reports, an authorized signature is required both above **and** on the purchase order. The STAR Scoring Center will not process any reports for the school district or charter school until this form has been completed and submitted with the answer documents and the purchase order is received at the ETS STAR Technical Assistance Center.

**7. Billing Address**

If your school district or charter school billing address is different than the Primary Shipping Address in your STAR Management System profile, use the instructions in section 3 on the left side of this form to log on to the STAR Management System and add a separate billing address.

For Scoring Center Use	
<b>Order Number</b>	
<b>Batch Number</b>	<b>Date Received</b>
<b>Estimated Amount</b>	<b>Postage Due</b>
<b>Program</b>	
219-148	

## Standard STAR Report Package

The standard STAR report package provided at no charge to the school district or charter school includes:

- Student Data File on CD-ROM: One copy for district or charter school
- Student Record Label—CST, CMA, CAPA, STS [CDE sanctioned]: One set per school\*\*
- Student Master List—CST, CMA, CAPA, STS [CDE sanctioned]: One set per school\*\*
- Student Master List Summary—CST (ELA, Mathematics, History–Social Science, and Science), CMA (ELA, Mathematics, Science), CAPA (ELA, Mathematics, Science)\*\*, STS (RLA, Mathematics) [CDE sanctioned]\*
- Master List Summary—CST End-of-Course Results (Mathematics, Science, World History), STS End-of-Course Results (Algebra I and Geometry) [CDE sanctioned]\*
- Subgroup Summaries—CST, CMA, CAPA, STS [CDE sanctioned]: All Students, Disability Status, Economic Status, Gender, English Proficiency, and Ethnicity\*
- STAR Student Reports—CST, CMA, CAPA, and STS [CDE sanctioned]: one copy for the school and one copy for the parent/guardian\*\*

**Note:** “CDE sanctioned” reports include data only for students who have been administered tests according to *Education Code* Section 60640.

### Order Form for Additional STAR Reports

Orders for STAR Student Reports on DVD-ROM, Student Record Labels, or Student Master Lists must be for all students in the entire test administration. Orders for all other reports must be for all students in the school district or charter school.

Use this form to order additional copies of reports. All additional reports will be paper reports, with the exception of the Student Reports on DVD-ROM. Ensure that a purchase order number is entered on the previous page. **ETS will calculate the final charges based on returned answer documents.**

1. In the # of *Additional Copies/Sets of Reports* column, record the number of copies being ordered.
2. In the *Estimated # of Students Tested* column, enter the number of students tested within the administration period for which additional reports are being ordered.
3. Calculate the estimated price for each report by multiplying the estimated number of students times the price per student times the number of copies of the report being ordered. Enter the estimated charge for each report in the last column, sum the charges in the last column, and then enter the Total Estimated District or Charter School Charges.

Report Name	# of Additional Copies/Sets of Reports	Estimated # of Students Tested	Price per Student	Estimated Charges
STAR Student Reports on DVD-ROM			.25	
STAR Student Reports, additional color copies**			1.50	
Student Record Labels**			.80	
Student Master List**			.60	
Student Master List Summary, School			.60	
Student Master List Summary, District			.60	
Subgroup Summaries, School			.85	
Subgroup Summaries, District			.85	
Master List Summary: End-of-Course Results (Mathematics, Science, World History), School			.60	
Master List Summary: End-of-Course Results (Mathematics, Science, World History), District			.60	
<p>** Additional reports may be ordered only if the reports are for the schools where students were tested.</p>				<p><b>Total Estimated District or Charter School Charges</b></p>

\* Two copies of these reports are created by grade for each school—one copy is packaged for the school and one copy is packaged for the school district office. Independently testing charter schools receive one copy of these school-level reports. Additionally, two copies of these reports are provided by grade by school district or independently testing charter school—one copy is sent to the school district or independently testing charter school and one copy is sent to the county office of education.

\*\* Additional reports may be ordered only if the reports are for the schools where students were tested.

Return this form in **Box 1** of the school district’s or charter school’s scorable multiple-choice documents to: **STAR Scoring Center  
2510 North Dodge St.  
Iowa City, Iowa 52245**

If you have questions, contact the ETS STAR Technical Assistance Center at 800-955-2954. Information about last year’s reports and what they included is available in the *STAR Reports Table* posted at <http://www.startest.org/reports.html>.

Revised 1/02/11