

## SCANTRON RETURN INSTRUCTIONS

After administering the SEQ to all parents (grades K-12) and students (grades 5-12) please follow the instructions below to ensure a successful delivery to the Test Distribution Center (TDC) By **4:00pm on Monday, February 25, 2019**.

1. Separate the used and unused survey forms.
2. Use colored paper as separator sheets. These will separate and hold the survey forms securely without damage.
  - Do NOT use staples, rubber bands, or paper clips to bind the survey forms; these may cause them to tear.
  - Do not use sticky-notes; these cause the forms to bind in the scanner.
2. Pack the Scantron forms using the labels provided with this document (see below).
3. Number the boxes if more than two boxes are used. (e.g., 1 of 3, 2 of 3, 3 of 3)
4. Be sure to identify your school on the return box(es).
5. By **4:00pm on Monday, Feb 25, 2019** - All Scantron SEQ forms must be boxed, labeled, and returned to the TDC. If dropping off, please call ahead to the TDC to make certain staff is available (561-684-5155).
6. Address/deliver all boxes to:  
**Test Distribution Center (SEQ)**  
**Florida Mango Support Services Building**  
**1400 N. Florida Mango Road**  
**West Palm Beach, FL**

For questions, please contact:

Lee Kolbert, PX 47602, [lee.kolbert@palmbeachschools.org](mailto:lee.kolbert@palmbeachschools.org)

or

Randy Powell, PX 48162, [randy.powell@palmbeachschools.org](mailto:randy.powell@palmbeachschools.org)

..... **Print Labels Below**.....

School # \_\_\_\_\_

School Name \_\_\_\_\_

**TO: Test Distribution Center (SEQ)**

**Florida Mango Support Services Building**

**1400 N. Florida Mango Road**

**West Palm Beach, FL**

Box \_\_\_\_\_ of \_\_\_\_\_

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School # \_\_\_\_\_

School Name \_\_\_\_\_

**TO: Test Distribution Center (SEQ)**

**Florida Mango Support Services Building**

**1400 N. Florida Mango Road**

**West Palm Beach, FL**

Box \_\_\_\_\_ of \_\_\_\_\_

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School # \_\_\_\_\_

School Name \_\_\_\_\_

**TO: Test Distribution Center (SEQ)**

**Florida Mango Support Services Building**

**1400 N. Florida Mango Road**

**West Palm Beach, FL**

Box \_\_\_\_\_ of \_\_\_\_\_