

ELA, MATH & SCIENCE PREPRINTING SORT ORDER OPTIONS FOR 2017-2018

This year, we are continuing again with the two options for sorting your preprinted ELA, Math and Science answer sheets, rosters and labels.

As in the past the 'default' or 'standard' sort order is District / student last name, first name. If you do not choose any of the options below, your answer sheets, rosters and labels will be sorted by this standard.

Additional sort order options are offered to help with getting the student's answer sheet to the location where the student will physically take the exam. The sort options for 2017-2018 will be:

District / **Building** / student last name, first name [see **Building (only)** on your order form]

District / **Building / Provide a File to sort from** / student last name, first name

Please fax or email a completed copy of this form (see below) attention to Mari-Ellen Maloney **by end of day October 6th.** Fax #: 349-9090 Email: mmaloney@bocesmaars.org

District that choose... "Building / Provide a File to sort from"

If you choose sort option "Building / Provide a File to sort from" we will post a 3rd Sort File Excel Template and directions on how to use this template, to our SFTP site and will email you when they are available **starting November 27th**. The completed **3rd Sort File will be due back to us no later than end of day December 22nd**. Sample rosters will be created & posted to our SFTP site for your review starting the 1st week in January (after the Holidays). **All final rosters reviews and final 3rd sort files will be accepted up until end of day January 24th**. Preprinted will start in February.

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DISTRICT NAME: _____ **AUTHORIZED SIGNATURE:** _____

Please indicate which sort order you want for each grade level exam by clicking on the radio button below each exam name.

<u>ELA3</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from	<u>ELA6</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from
<u>ELA4</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from	<u>ELA7</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from
<u>ELA5</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from	<u>ELA8</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from

Any Additional **ELA** Notes:

<u>MTH3</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from	<u>MTH6</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from
<u>MTH4</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from	<u>MTH7</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from
<u>MTH5</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from	<u>MTH8</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from

Any Additional **MTH** Notes:

<u>SCI4</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from	<u>SCI8</u> <input type="radio"/> Building (only) <input type="radio"/> Building / Provide a File to sort from
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Any Additional **SCI** Notes:

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