



Creating Additional Orders and Tracking Paper Materials

Spring 2025



Pearson

Spring 2025 Additional Orders

Test Coordinator Kit and Materials Order (Arriving February 2025)

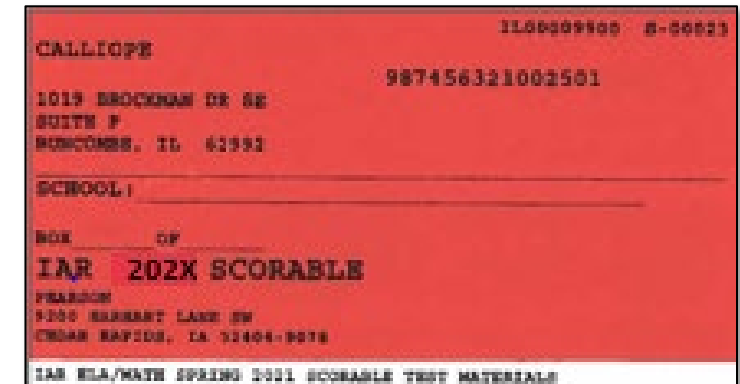
Test Coordinator Kit

- Resealable plastic bag
- Paper bands
- Scorable and Non-Scorable return labels (in different colors)
- Pre-printed/pre-gridded return school header
- Student ID labels and roster
- Return instructions sheet
- Shipping carrier return instructions

Additional Order Items

- Shipping boxes
- Scorable and Non-Scorable return labels
- Blank PreID labels
- Paper bands
- Test Coordinator Manual
- Test Administrator Manuals
- Test booklets and answer documents
- Science test kits with transcription instructions
- Large print kits
- Braille kits

Return Labels Scorable



CALLIOPE 1L00009900 B-00001
1019 BROCKMAN DR SE 9874563210002501
SUITE F
BONCOMB, IL 61991

SCHOOL: _____

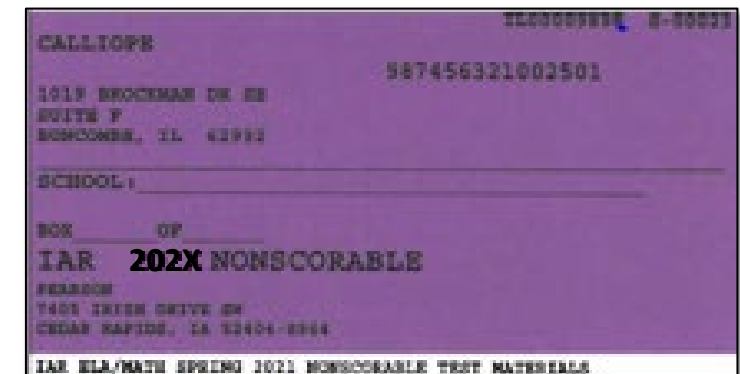
BOX _____ OF _____

IAR 202X SCORABLE

FRANSON
1700 HERBERT LANE SW
CEDAR RAPIDS, IA 52404-8018

IAR ELA/MATH SPRING 2021 SCORABLE TEST MATERIALS

Non-Scorable



CALLIOPE 1L00009900 B-00001
1019 BROCKMAN DR SE 9874563210002501
SUITE F
BONCOMB, IL 61991

SCHOOL: _____

BOX _____ OF _____

IAR 202X NONSCORABLE

FRANSON
1400 IRVEN DRIVE SW
CEDAR RAPIDS, IA 52404-8984

IAR ELA/MATH SPRING 2021 NONSCORABLE TEST MATERIALS



Spring 2025 Additional Orders

Human Reader/Human Signer Paper Accommodation

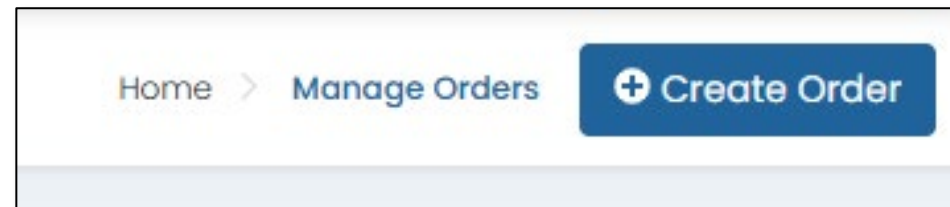
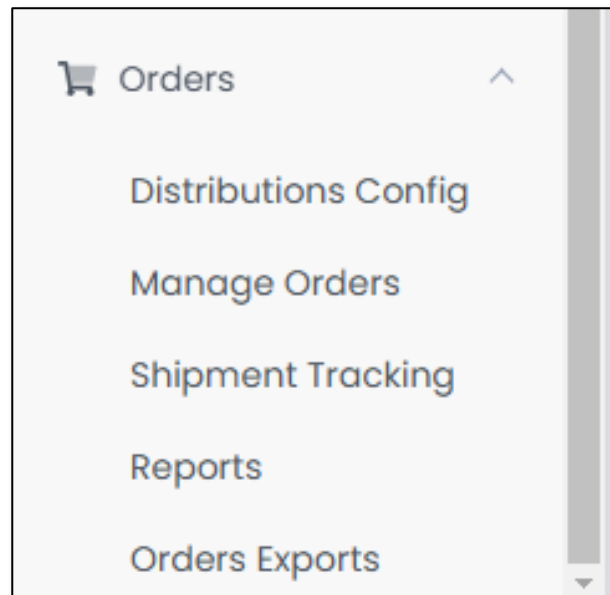
- IAR Paper Human Reader Kits and Human Reader Math Scripts are not available for Spring 2025
- Place an additional order for paper Grade and Subject testing kits as follows:
 - If assigned a paper test before January 22, order one kit
 - If assigned a paper test after January 22, order two kits
- Return all additional order testing kits with the rest of the paper materials

Download the Procedures for Assigning and Administering the Human Reader and Human Signer Tests on the Illinois Support Page at il.mypearsonsupport.com.

Spring 2025 Additional Orders

Creating an Additional Order

- Log into the Illinois Administration Platform



Spring 2025 Additional Orders

Draft Order

Order Name* Braille Kit Grade 3 ELA	Ship To Contact Done Editing
Admin Code* IL Spring 2025 ELA, Math, and Science x v	Contact Name holly woodruff
District* PDT District x v	Contact Phone 469-404-8371
Order for* PDT School x v	Contact Email holly.woodruff@pearson.com
Ship To* School x v	Ship To Address Address Verified Done Editing
Date Needed* 2/7/2025	Address Line 1 1805 Eastwood PI SE
Reason For Order* Braille kit for screen reader.	Address Line 2 Address Line 2
	City Olympia
	State WA
	Zip Code 98501-3728
	Country Code US
	Ordered By Holly Woodruff holly.woodruff@pearson.com

Cancel Go to Order Items

Spring 2025 Additional Orders

Create Order

1 Order Details 2 Order Items 3 Confirm Order

Draft Order

Order Name*
Braille Kit Grade 3 ELA

Admin Code*
IL Spring 2025 ELA, Math, and Science

District*
PDT District

Order for*
PDT School

Ship To*
School

Date Needed*
2/7/2025

Reason For Order*
Braille kit for screen reader.

Ship To Contact [Edit](#)
holly woodruff
469-404-8371
holly.woodruff@pearson.com

Ship To Address [Address Verified](#) [Edit](#)
1805 Eastwood Pl SE
Olympia
WA 98501-3728 US

Ordered By
Holly Woodruff
holly.woodruff@pearson.com

[Cancel](#) [Go to Order Items](#)

Spring 2025 Additional Orders

Create Order

1 Order Details 2 Order Items 3 Confirm Order

Draft Order

Search

Distributions

Orders Type **Initial**

Bucket Name	Bucket Des		
CPS_FLAG	CHICAGO PUBLIC SCHOOL FLAG	<input type="text" value="0"/>	Clear
G3_ELA_CBT	GRADE 03 ELA/L - COMPUTER-BASED TEST	<input type="text" value="0"/>	Clear
G3_MATH_CBT	GRADE 03 MATH - COMPUTER-BASED TEST	<input type="text" value="0"/>	Clear

Spring 2025 Additional Orders

Create Order

1 Order Details 2 Order Items 3 Confirm Order

Draft Order

Search: Distributions: Orders Type: **Additional**

Item Number	Item Description	Quantity	
G3_ELA_BR_UEB	GRADE 03 ELA/L - BRAILLE COUNT - UEB	<input type="text" value="1"/>	Clear
G3_MATH_BR_UEB	GRADE 03 MATH - BRAILLE COUNT - UEB	<input type="text" value="0"/>	Clear
G4_ELA_BR_UEB	GRADE 04 ELA/L - BRAILLE COUNT - UEB	<input type="text" value="0"/>	Clear
G4_MATH_BR_UEB	GRADE 04 MATH - BRAILLE COUNT - UEB	<input type="text" value="0"/>	Clear
G5_ELA_BR_UEB	GRADE 04 ELA/L - BRAILLE COUNT - UEB	<input type="text" value="0"/>	Clear
G5_MATH_BR_UEB	GRADE 05 MATH - BRAILLE COUNT - UEB	<input type="text" value="0"/>	Clear
G6_ELA_BR_UEB	GRADE 06 ELA/L - BRAILLE COUNT - UEB	<input type="text" value="0"/>	Clear

[Back to Order Details](#) [Cancel](#) [Go to Confirm Order](#)

Spring 2025 Additional Orders

Create Order

1 Order Details 2 Order Items 3 Confirm Order

Draft Order

Order Name braille kit	Ship To Contact holly woodruff	Ordered By Holly Woodruff	Edit Details
Order Type Additional	4694048371 holly.p.woodruff@gmail.co	holly.woodruff@pearson.com	
Admin Code ilspr25	m	Date Needed 02/09/2025	
District PDT District	Shipping Address 1805 Eastwood PI SE	Reason For Order braille kit	
Order for PDT School	Olympia		
Ship To school	WA 98501-3728 US		

Item Number	Item Description	Quantity	Edit Items
G3_ELA_BR_UEB	GRADE 03 ELA/L - BRAILLE COUNT - UEB	1	
G3_MATH_LP	GRADE 03 MATH - LARGE PRINT	1	

[Back to Order Items](#) [Cancel](#) [Confirm Order](#)

Spring 2025 Additional Orders

Manage Orders Home > Manage Orders [+ Create Order](#)

Order: Org: Status: 1 to 1 (1) « ‹ 1 › »

Order Number	Order Name	Type	Administration Code	District	Updated On	Status	Updates
23e-1739148214	braille kit	Additional	ilspr25	PDT Dist	02/09/2025 06:43 PM	Waiting for approval	

Status Dropdown: All, **Waiting for approval**, Ordered, Rejected



Contact Information

Email Pearson:

SCHIllinoisTeam@pearson.com

Illinois Customer Support:
1-833-213-3879

Illinois Support Page
il.mypearsonsupport.com





Pearson