

Broward – UPS Labels Ordering Directions – ACCESS and Alternate ACCESS

Per recent district direction, please return your ACCESS for ELLs materials to DRC via UPS. Please use the directions below to order UPS Return Shipping labels to accomplish this. If you need additional DRC Return Shipping Labels, please include this request in the email or phone call.

<u>Option1: Email Request</u> Please provide the following information: <ol style="list-style-type: none">1. District Code/Name: FL06-Broward2. School Name:3. School 4 Digit Number:4. Contact Name:5. Email Address:6. School Address:7. Phone Number:8. # of Boxes Returning: Please use subject in email: BROWARD UPS LABELS Send email request to: wida@datarecognitioncorp.com .	<u>Option 2: Phone Call Request</u> Please provide the following information: <ol style="list-style-type: none">1. District Code/Name: FL06-Broward2. School Name:3. School 4 Digit Number:4. Contact Name:5. Email Address:6. School Address:7. Phone Number:8. # of Boxes Returning: Requesting UPS labels via the phone. 855-787-9615
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****Labels ordered will be provided 24-36 hours after ordering.**

1. Place the **DRC Return Shipping Label (orange label)** on each box, these should have arrived with your initial shipment. If you do not have these labels, please request at the time of ordering.



ORANGE

2. Place the **UPS Return Shipping Label on each box**. These will be provided as a PDF, please print and tape on the box.



3. For detailed instructions on returning materials, please review [FDOE's ACCESS for ELLs Return Materials via UPS](http://fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.html).
 - **Note:** This document is located on FDOE's ACCESS for ELLs webpage under Assessment Resources for the Spring 2020 administration at <http://fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.html>.

Return materials via UPS:

- If you do not have a regularly scheduled UPS pickup, you must call UPS at (866) 857-1501 and arrange for pickup at least one day prior to the day you plan to ship your materials. You may also apply labels and drop off boxes at any UPS Store.
- Count your boxes and advise UPS of the number of boxes they need to pick up.
- Keep the boxes in a secure location until they are given to the UPS driver. You should not be asked to give payment.
- Note the UPS tracking number for each package. Keep the numbers for future reference to document the materials returned to DRC.
- You may also apply labels and drop off boxes at any UPS Store.

Note: If your site is being told they will have an upcharge, please proceed. **The account number that should be charged this fee is 90E0Y6.**

Box materials for return:

1. Use the boxes from your original shipment. If a box is damaged or lost, you may substitute a box of similar size and strength.
2. Place all materials within the protective, plastic DRC return shipment bags, if you still have the bags. If not, place the test materials directly into the boxes.
3. All materials (used and unused, manuals and test books) can be placed in any box. Alternate ACCESS for ELLs and Kindergarten ACCESS for ELLs materials may be mixed with ACCESS for ELLs materials. Condense boxes whenever possible.
4. Unused student labels may be discarded and need not be returned.
5. Seal each DRC return shipping bag using one of the plastic ties provided, if you still have bags and ties.
6. Fill any empty space in the box with crumpled paper or bubble wrap to ensure that material does not shift during transit.
7. Fold the box flaps with the old shipping labels first to expose unused flaps.
- 8. Affix both DRC return shipping and UPS labels to each box.**
9. Seal the boxes securely using heavy duty shipping tape.

