

## Preliminary Information for Terra Nova - 2021

### Timeline - Accommodations Forms – Ordering –Billing - Completing Preliminary Database

- Timeline

Philadelphia Archdiocese – Spring 2021 Terra Nova	Date
Material Order Forms Delivered to Schools	Thu 11/19/20
Material Order Forms Due to DRC	Mon 12/21/20
Precode Files Due to OCE	Tue 12/15/2/20
Test Coordinator Kits Received by Schools	Thu 2/11/21
Test Materials Received by Schools	Thu 2/18/21
Last Day to Order Additional or Missing Test Materials from DRC (Short / Adds)	Tue 3/2/21
Primary Testing Window	Thu 3/11/21 – Fri 3/19/21 No testing on 3/17
Make-Up Testing Window	Mon 3/22/21 - Fri 3/26/21
Assemble Answer Documents for Return to DRC	Mon 3/22/21 – Mon3/29/21
Arrange for Pick-up of Answer Documents (Call UPS at least 1 day prior to pick up)	Mon 3/29/21
UPS Pick-up of Answer Documents From Schools	Mon 3/29/21
Last Day to Ship Answer Documents to the DRC Scoring Center	Mon 3/29/21
Deadline for Receipt of Answer Documents at DRC	Thu 4/1/21
IR Data Available / Reports Shipped to Schools	Fri 4/30/21

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- Accommodations Forms

- Accommodations forms should be submitted electronically as a **pdf or Word file** by November 24 to [sr.equinn@archphila.org](mailto:sr.equinn@archphila.org). The deadline has been extended from the original calendar date of October 31. The only sheet that is submitted is form 609.3. It is re responsibility of the school to make sure all protocols have been followed from *Policies and Procedures* 609 prior to submitting this form. These can be found on the [aopelementary.org](http://aopelementary.org) web site.

- These forms are being reviewed and digitally signed and a copy is being returned for your files. This is being done with a two-day turnaround. If you do not receive them back within two days, please check to be sure you have sent them to the correct address or re-submit the files for review.
- **Ordering**
  - Order forms will be sent to the schools on Thursday, November 19.
  - Orders must be submitted by December 21.
  - Completing Order Forms:
    - The **principal/vice principal** should be listed as the contact person on the order form.
    - Place the number of students to be tested in the *Enrollment by Grade* section. This is what you are billed for.
    - Please check inventory from last year.
      - If you have books from last year, they can be used if not written in.
      - Order only what you need so you do not wind up with a surplus.
      - Place numbers needed in *Mandated Consumable Test Materials Section*. You are not billed for these.
    - Ordering Optional Materials
      - If you are testing additional grades, indicate the number of materials needed. These are not billable.
      - If you are ordering practice activities or additional test manuals, indicate the number in Section 2. **These are billable.** If you are a Title I school in the City of Philadelphia, you need to complete a separate order form for these. You will be billed for these as they are not covered by Title I.

#### **Billing**

- County Schools: All billing is to be sent to the school address. Please be sure billing information is correct.
- City Schools:
  - All billing information for mandated materials should be sent to Eileen Schwyer.
  - Billing for optional materials should be sent to the school address.

***Important: A copy of all orders should be sent to Sr. Edward as a backup so we can track the orders and resolve issues. Please submit as an Excel file. Do not send as a Google Sheets document.***

#### **Completing Information for Pre-Code Files and labels**

- Completing the Student Database
  - If you are using Option C as your Student Information System, I will be able to download your information.
  - We will not be able to use MSP as we will not have central access to information.

- All information should be checked to be sure it is updated by December 15.
- Please make sure all designation of years (birthdates) is completed using four digits: 2021, not -21. It is important that dates are recorded as ten-digit numbers with no hyphens or slants separating day, month and year.
- Directions and templates for completing the precode files will be posted the week of November 23 on the website: <https://aopelementary.org>
- Additional Terra Nova information will be posted to the website as it is received.
  
- If you have any questions, it is best to contact me by email ([sr.equinn@archphila.org](mailto:sr.equinn@archphila.org)) or on my cell phone at 267-516-0410. I am working remotely most of the time and these are better ways to reach me. I will try my best to respond promptly.

Thank you and God bless you! Sr. Edward