

## 2014 MISSING/EXTRA ELDA MATERIALS REPORTING FORM

If there is a discrepancy between the number of ELDA materials received and the number of ELDA materials indicated on the Packing List for any school in your district, please use this form to report the discrepancy to Measurement Incorporated. **This form must be received by Measurement Inc. within two weeks of the START of the testing window.**

**Date Submitted:** \_\_\_\_\_

**State:** \_\_\_\_\_

**District Number & Name:** \_\_\_\_\_

**School Number & Name:** \_\_\_\_\_

**District Contact Person Name and Phone/Email:**

\_\_\_\_\_

### Missing ELDA Materials:

Grade cluster (circle one):    K        1-2        3-5        6-8        9-12

Material type (e.g., Listening/Speaking Test Book): \_\_\_\_\_

Quantity missing: \_\_\_\_\_

Barcode numbers of missing materials (from Packing List), if applicable:

\_\_\_\_\_

\_\_\_\_\_

### Extra ELDA Materials:

Grade cluster (circle one):    K        1-2        3-5        6-8        9-12

Material type (e.g., Listening/Speaking Test Book): \_\_\_\_\_

Quantity extra: \_\_\_\_\_

Barcode numbers of extra materials, if applicable:

\_\_\_\_\_

\_\_\_\_\_

Note: Some states will receive automatic coverage at the district and/or school level. Please submit this form ONLY if there is a discrepancy between the packing list and the number of materials received.  
This form may be photocopied.

Return this form to the ELDA Helpline at Measurement Inc.:

Scan in and email to [elda@measinc.com](mailto:elda@measinc.com)    OR

Fax to (866) 691-1240