

## 2017 Iowa Assessments Form E Test Materials Order Form

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Payment Information

Please enclose a check, money order, or valid purchase order with all orders.

- Purchase Order enclosed. Number \_\_\_\_\_
- Check enclosed. Number \_\_\_\_\_
- Money Order enclosed.

**IMPORTANT NOTE FOR CREDIT CARD USERS:** For your security, we can only accept credit card orders through our secure website, [hmhco.com/HMHAassessment](http://hmhco.com/HMHAassessment), or by phone at 800.323.9540. Customers wishing to remit payment by credit card will be contacted by HMH Customer Experience Support—Assessments once their order has been processed.

Exempt from state sales tax. (Please attach copy of certificate)

Cert. no. \_\_\_\_\_

Cert. Expiration Date \_\_\_\_\_

**NOTE:** Orders from first time purchasers require a completed Test Purchaser Qualification Form.

Professional Credentials—Choose One:

- Test Purchaser Qualification Form attached
- Test Purchaser Qualification Form on file at HMH

### Charge to: (See note above)

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

### Ship to: (if different from billing address)

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

### REQUIRED INFORMATION (YOUR ORDER WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.)

Please describe yourself:

- System/District  Diocese/Archdiocese
- Building/School CHECK ONE:  Public School  Catholic School  Private School

Administration Mode:

- Hand Scoring
- Machine Scoring (scores supplied by HMH)

Also available in Online Administration. Please contact your local Assessment Account Executive or HMH Customer Experience Support—Assessments for more information.

Pre-ID Barcode Labels

- INITIAL ORDER:** Check here if you wish to purchase Pre-ID Barcode Labels (HMH or customer applied) and this is your initial order. Instructions will be sent via email to the Data Contact. Additional fees will apply.

Cost per student: .94 for HMH applied; .78 for locally applied

**SUBSEQUENT ORDERS:** If you have previously ordered barcode labels from us, you should have an SFTP site where you can upload your files and transmittal form. For further information including the Barcode Ordering Guide and Transmittal form, please visit: <http://www.hmhco.com/classroom/professional-and-school-resources/assessment-professionals/scoring-services>. Additional fees will apply.

Cost per student: .94 for HMH applied; .78 for locally applied

**Anticipated Testing Date:** \_\_\_\_\_

Reporting options (check all that apply):  Paper reports  Web reports

**Test Administrator: (Please list the primary contact who will be the test administrator owner and DataManager Account Holder.)**

**Note: this person is the primary test and IT contact.**

Name \_\_\_\_\_

Position \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

**Data Contact (if different from Test Administrator):**

**Note: this person typically handles barcodes and rostering needs**

Name \_\_\_\_\_

Position \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

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## 2017 Iowa Assessments Form E Test Materials Order Form, Continued

Item and Packaging	Code Number	Quantity	Catalog Price	Total Price
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**Test Materials**

At Levels 5 and 5/6, the tests are available as a Complete Battery. At Levels 7 and 8, test users may choose booklets containing the Complete, Core, or Survey Batteries. For Levels 5–8, all test booklets are machine-scorable.

At Levels 9–14, the tests are provided in reusable, separate-level booklets for the Complete and Survey Batteries.

The Level 9 tests are also available in machine-scorable booklets for the Complete, Core, and Survey Batteries.

Grade K Norms are available for Midyear and Spring using L 5. Grade K Norms are available only in Spring using L 5/6. Grade 1 Fall Norms are available for Levels 5 & 5/6 only. Norms for Level 7 begin in Midyear of Grade 1. Grade K norms are not available for Fall testing at any level.

**Machine-Scorable Test Booklets****For Complete Battery**

RightSize Pkg. 5, includes *Directions for Administration*

Form E, Level 5, Grade K	1638589	_____	\$61.35	_____
Form E, Level 5/6, Grades K.8–1.9	1473641	_____	\$61.35	_____
Form E, Level 7, Grades 1.7–2.5	1473644	_____	\$61.35	_____
Form E, Level 8, Grades 2.5–3.5	1473647	_____	\$61.35	_____
Form E, Level 9, Grade 3.0–3.9	1473855	_____	\$61.35	_____

Pkg. 25, includes *Directions for Administration*

Form E, Level 5, Grade K	1638590	_____	\$278.75	_____
Form E, Level 5/6, Grades K.8–1.9	1473643	_____	\$278.75	_____
Form E, Level 7, Grades 1.7–2.5	1473645	_____	\$278.75	_____
Form E, Level 8, Grades 2.5–3.5	1473648	_____	\$278.75	_____
Form E, Level 9, Grade 3.0–3.9	1473856	_____	\$278.75	_____

**For Core Battery**

Pkg. 25, includes *Directions for Administration*

Form E, Level 7, Grades 1.7–2.5	1473646	_____	\$228.75	_____
Form E, Level 8, Grades 2.5–3.5	1473649	_____	\$228.75	_____
Form E, Level 9, Grade 3.0–3.9	1490917	_____	\$228.75	_____

**For Survey Battery**

Pkg. 25, includes *Directions for Administration*

Form E, Level 7, Grades 1.7–2.5	1474762	_____	\$220.75	_____
Form E, Level 8, Grades 2.5–3.5	1474823	_____	\$220.75	_____
Form E, Level 9, Grade 3.0–3.9	1487447	_____	\$220.75	_____

**Reusable Test Booklets****For Complete Battery**

RightSize Pkg. 5, includes *Directions for Administration*

Form E, Level 9, Grade 3.0–3.9	1473684	_____	\$48.00	_____
Form E, Level 10, Grade 4.0–4.9	1473686	_____	\$48.00	_____
Form E, Level 11, Grade 5.0–5.9	1473688	_____	\$48.00	_____
Form E, Level 12, Grade 6.0–6.9	1473690	_____	\$48.00	_____
Form E, Level 13, Grade 7.0–7.9	1473692	_____	\$48.00	_____
Form E, Level 14, Grade 8.0–8.9	1473694	_____	\$48.00	_____
Form E, Level 15, Grade 9.0–9.9	1475510	_____	\$48.00	_____
Form E, Level 16, Grade 10.0–10.9	1475539	_____	\$48.00	_____
Form E, Level 17/18, Grades 11.0–12.9	1475542	_____	\$48.00	_____

Subtotal for this page \_\_\_\_\_

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## 2017 Iowa Assessments Form E Test Materials Order Form, Continued

Item and Packaging	Code Number	Quantity	Catalog Price	Total Price
<b>Pkg. 25, includes <i>Directions for Administration</i></b>				
Form E, Level 9, Grade 3.0–3.9	1473685	_____	\$217.25	_____
Form E, Level 10, Grade 4.0–4.9	1473687	_____	\$217.25	_____
Form E, Level 11, Grade 5.0–5.9	1473689	_____	\$217.25	_____
Form E, Level 12, Grade 6.0–6.9	1473691	_____	\$217.25	_____
Form E, Level 13, Grade 7.0–7.9	1473693	_____	\$217.25	_____
Form E, Level 14, Grade 8.0–8.9	1473695	_____	\$217.25	_____
Form E, Level 15, Grade 9.0–9.9	1475537	_____	\$217.25	_____
Form E, Level 16, Grade 10.0–10.9	1475540	_____	\$217.25	_____
Form E, Level 17/18, Grades 11.0–12.9	1475543	_____	\$217.25	_____
<b>For Survey Battery</b>				
<i>Pkg. 25, includes <i>Directions for Administration</i></i>				
Form E, Level 9, Grade 3.0–3.9	1474824	_____	\$195.50	_____
Form E, Level 10, Grade 4.0–4.9	1474825	_____	\$195.50	_____
Form E, Level 11, Grade 5.0–5.9	1474826	_____	\$195.50	_____
Form E, Level 12, Grade 6.0–6.9	1474827	_____	\$195.50	_____
Form E, Level 13, Grade 7.0–7.9	1474828	_____	\$195.50	_____
Form E, Level 14, Grade 8.0–8.9	1474829	_____	\$195.50	_____
<b>For Core Battery</b>				
<i>Pkg. 25, includes <i>Directions for Administration</i></i>				
Form E, Level 9, Grade 3.0–3.9	1473650	_____	\$217.25	_____

**Directions for Administration**

Additional copies of *Directions for Administration* may be ordered separately.

**For Complete or Core Battery**

Single copy

Form E, Level 5	1638587	_____	\$27.30	_____
Form E, Level 5/6	1485032	_____	\$27.30	_____
Form E, Level 7	1485113	_____	\$27.30	_____
Form E, Level 8	1485114	_____	\$27.30	_____
Forms E & F, Level 9, Machine Scorable	1563882	_____	\$27.30	_____
Forms E & F, Levels 9–14	1563876	_____	\$27.30	_____
Forms E & F, Levels 15–17/18	1563877	_____	\$27.30	_____

**For Survey Battery**

Single copy

Form E, Level 7	1485117	_____	\$27.30	_____
Form E, Level 8	1485118	_____	\$27.30	_____
Forms E & F, Level 9, Machine Scorable	1563881	_____	\$27.30	_____
Forms E & F, Levels 9–14	1563880	_____	\$27.30	_____

Subtotal for this page \_\_\_\_\_

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**Braille Edition**

This package includes 1 *Braille Edition* test, 1 copy of *Braille Administration Notes*, and 1 *Supplement to the Directions for Administration* (containing Braille norms information). Test administrators will also need the standard *Directions for Administration* for either the Complete or Survey Battery. For hand scoring, a scoring key booklet and a copy of the *Norms and Score Conversions* booklet for the Complete or Survey Battery will also be needed.

**For Complete Battery**

Form E, Level 9	1487514	_____	\$239.00	_____
Form E, Level 10	1487515	_____	\$239.00	_____
Form E, Level 11	1487516	_____	\$239.00	_____
Form E, Level 12	1487517	_____	\$239.00	_____
Form E, Level 13	1487518	_____	\$239.00	_____
Form E, Level 14	1487519	_____	\$239.00	_____
Form E, Level 15	1489157	_____	\$239.00	_____
Form E, Level 16	1489158	_____	\$239.00	_____
Form E, Level 17/18	1489159	_____	\$239.00	_____

**For Survey Battery**

Form E, Level 9	1487520	_____	\$213.00	_____
Form E, Level 10	1487521	_____	\$213.00	_____
Form E, Level 11	1487522	_____	\$213.00	_____
Form E, Level 12	1487523	_____	\$213.00	_____
Form E, Level 13	1487524	_____	\$213.00	_____
Form E, Level 14	1487525	_____	\$213.00	_____

**Large-Print Edition**

In addition to the test book, test administrators will need the standard *Directions for Administration* for either the Complete or Survey Battery. For hand scoring, a scoring key booklet and a copy of the *Norms and Score Conversions* booklet for either the Complete or Survey Battery will also be needed.

**For Complete Battery**

Form E, Level 7	1485180	_____	\$128.00	_____
Form E, Level 8	1485181	_____	\$128.00	_____
Form E, Level 9	1485183	_____	\$128.00	_____
Form E, Level 10	1485184	_____	\$128.00	_____
Form E, Level 11	1485185	_____	\$128.00	_____
Form E, Level 12	1485186	_____	\$128.00	_____
Form E, Level 13	1485187	_____	\$128.00	_____
Form E, Level 14	1485188	_____	\$128.00	_____

**For Survey Battery**

Form E, Level 9	1485189	_____	\$90.90	_____
Form E, Level 10	1485191	_____	\$90.90	_____
Form E, Level 11	1485192	_____	\$90.90	_____
Form E, Level 12	1485195	_____	\$90.90	_____
Form E, Level 13	1485194	_____	\$90.90	_____
Form E, Level 14	1485193	_____	\$90.90	_____

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Item and Packaging	Code Number	Quantity	Catalog Price	Total Price
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**Answer Documents**

**Note:** Answer documents may be used with HMH Scoring Service®.

**Answer Documents****For Complete Battery**

RightSize, Pkg. 15, includes materials needed for machine scoring

Form E, Level 9 with Word Analysis and Listening/CogAT®, Level 9	1474983	_____	\$28.80	_____
Form E, Level 9 with CogAT, Level 9	1475001	_____	\$28.80	_____
Form E, Level 10 with CogAT, Levels 10–17/18	1474986	_____	\$28.80	_____
Form E, Level 11 with CogAT, Levels 10–17/18	1474989	_____	\$28.80	_____
Form E, Level 12 with CogAT, Levels 10–17/18	1474992	_____	\$28.80	_____
Form E, Level 13 with CogAT, Levels 10–17/18	1474995	_____	\$28.80	_____
Form E, Level 14 with CogAT, Levels 10–17/18	1474998	_____	\$28.80	_____
Form E, Level 15 with CogAT, Levels 10–17/18	1475418	_____	\$28.80	_____
Form E, Level 16 with CogAT, Levels 10–17/18	1475421	_____	\$28.80	_____
Form E., Level 17/18 with CogAT, Levels 10–17/18	1475465	_____	\$28.20	_____

Pkg. 50, includes materials needed for machine scoring

Form E, Level 9 with Word Analysis and Listening/CogAT, Level 9	1474984	_____	\$87.00	_____
Form E, Level 9 with CogAT, Level 9	1474981	_____	\$87.00	_____
Form E, Level 10 with CogAT, Levels 10–17/18	1474987	_____	\$87.00	_____
Form E, Level 11 with CogAT, Levels 10–17/18	1474990	_____	\$87.00	_____
Form E, Level 12 with CogAT, Levels 10–17/18	1474993	_____	\$87.00	_____
Form E, Level 13 with CogAT, Levels 10–17/18	1474996	_____	\$87.00	_____
Form E, Level 14 with CogAT, Levels 10–17/18	1474999	_____	\$87.00	_____
Form E, Level 15 with CogAT, Levels 10–17/18	1475419	_____	\$87.00	_____
Form E, Level 16 with CogAT, Levels 10–17/18	1475463	_____	\$87.00	_____
Form E, Level 17/18 with CogAT, Levels 10–17/18	1475466	_____	\$87.00	_____

Pkg. 100, includes materials needed for machine scoring

Form E, Level 9 with Word Analysis and Listening/CogAT, Level 9	1474985	_____	\$166.00	_____
Form E, Level 9 with CogAT, Level 9	1474982	_____	\$166.40	_____
Form E, Level 10 with CogAT, Levels 10–17/18	1474988	_____	\$166.00	_____
Form E, Level 11 with CogAT, Levels 10–17/18	1474991	_____	\$166.00	_____
Form E, Level 12 with CogAT, Levels 10–17/18	1474994	_____	\$166.00	_____
Form E, Level 13 with CogAT, Levels 10–17/18	1474997	_____	\$166.00	_____
Form E, Level 14 with CogAT, Levels 10–17/18	1475000	_____	\$166.00	_____
Form E, Level 15 with CogAT, Levels 10–17/18	1475420	_____	\$166.00	_____
Form E, Level 16 with CogAT, Levels 10–17/18	1475464	_____	\$166.00	_____
Form E, Level 17/18 with CogAT, Levels 10–17/18	1475468	_____	\$166.00	_____

**Subtotal for this page** \_\_\_\_\_

**Continued, next page**

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## 2017 Iowa Assessments Form E Test Materials Order Form, Continued

Item and Packaging	Code Number	Quantity	Catalog Price	Total Price
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**For Survey Battery**

Pkg. 50, includes materials needed for machine scoring

Form E, Level 9	1475422	_____	\$82.00	_____
Form E, Level 10	1475469	_____	\$82.00	_____
Form E, Level 11	1475471	_____	\$82.00	_____
Form E, Level 12	1475473	_____	\$82.00	_____
Form E, Level 13	1475475	_____	\$82.00	_____
Form E., Level 14	1475477	_____	\$82.00	_____

Pkg. 100, includes materials needed for machine scoring

Form E., Level 9	1475467	_____	\$156.00	_____
Form E, Level 10	1475470	_____	\$156.00	_____
Form E, Level 11	1475472	_____	\$156.00	_____
Form E, Level 12	1475474	_____	\$156.00	_____
Form E, Level 13	1475476	_____	\$156.00	_____
Form E, Level 14	1475478	_____	\$156.00	_____

**Easy-Score Answer Sheets****For Survey Battery**

Pkg. 25

Form E, Level 9	1487526	_____	\$73.25	_____
Form E, Level 10	1487527	_____	\$73.25	_____
Form E, Level 11	1487528	_____	\$73.25	_____
Form E, Level 12	1487529	_____	\$73.25	_____
Form E, Level 13	1487530	_____	\$73.25	_____
Form E, Level 14	1487531	_____	\$73.25	_____

**Scoring and Reporting Materials****Scoring Keys**

These booklets provide the answer keys for all tests in each battery.

**For Complete/Core Battery**

Form E, Level 5	1648599	_____	\$20.25	_____
Form E, Levels 5/6–8	1485281	_____	\$53.00	_____
Form E, Levels 9–14	1485283	_____	\$53.00	_____
Form E, Levels 15–17/18	1485830	_____	\$53.00	_____

**For Survey Battery**

Form E, Levels 7–14	1485284	_____	\$53.00	_____
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**Norms and Score Conversions Guide****For Complete Battery or Core Battery**

Forms E & F, Levels 5–14	1563911	_____	\$86.50	_____
Forms E & F, Levels 15–17/18	1563913	_____	\$86.50	_____

**For Survey Battery—2011 Norms**

Forms E & F, Levels 7–14	1563912	_____	\$86.50	_____
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Continued, next page

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**Post-test and Support Materials****Score Interpretation Guides**

The *Score Interpretation Guide* provides suggestions for using test results in curriculum planning and for reporting test results to parents, school officials, and the community.

Single copy

Forms E & F, Levels 5–8	1563906	_____	\$33.50	_____
Forms E & F, Levels 9–14	1563907	_____	\$33.50	_____
Forms E & F, Levels 15–17/18	1563909	_____	\$33.50	_____

**Content Classifications**

This booklet contains the content and/or process objectives that guided the development of the tests, along with item classifications and item norms.

Single copy

Form E, Levels 5/6–14	1485123	_____	\$51.00	_____
Form E, Levels 15–17/18	1485131	_____	\$51.00	_____

**Guide to Research and Development**

Single copy for Forms E & F	1485128	_____	\$106.00	_____
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**DataManager Access for Hand-Scoring Customers\*\***

(Price listed is for one building/site only. Please order one *DataManager* Ancillary Access License for each site, as needed.)

Hand-Scoring DataManager Ancillary Access - Initial	1497434	_____	\$88.40	_____
Hand-Scoring DataManager Ancillary Access - Renewal	1497435	_____	\$29.50	_____

**\*\*Must order Scoring Keys separately. See above for codes and prices.**

**Forms E & F Practice Tests**

Pkg. 25

Forms E & F, Level 5/6	1487472	_____	\$32.80	_____
Forms E & F, Levels 7–8	1487533	_____	\$39.50	_____
Forms E & F, Levels 9–11	1487534	_____	\$39.50	_____
Forms E & F, Levels 12–14	1487535	_____	\$39.50	_____
Forms E & F, Levels 15–17/18	1487710	_____	\$39.50	_____

Subtotal for this page \_\_\_\_\_

Continued, next page

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## 2017 Iowa Assessments Form E Test Materials Order Form, Continued

**TRAINING REQUIRED:** Initial Launch training is required for new/first time purchases of *DataManager*. For a comprehensive listing of training and professional courses, please visit our website <http://hnhco.com/HMHAassessment>.

**TRAINING OPTIONS AND RECOMMENDATIONS:**

All **onsite** trainings have a maximum capacity of 25 participants.

All **web-based** trainings have a maximum capacity of 20 participants.

Purchased trainings must be scheduled and delivered within one year of a signed order form.

**Phase I: Initial Launch Training Includes:**

- Test administration and general test use
- Best Practices of test event set up

**For HMH Central Scanning and Scoring with Web Reporting Customers**

Training is required for new/first time purchases of *DataManager* covering activating web reporting key to access reports and basic report navigation.

Item	Code Number	Quantity	Price	Total
<b>Web-based: (One Course Required)</b>	1591201	_____	\$200.00	_____
<b>DataManager Webkey Training Webinar</b> —This one hour web-based session teaches the Account Holder the options for Webkey distribution. It also includes an overview of the <i>DataManager</i> reports and best use cases. Required Training for Districts who are paper testing and receiving their reports through <i>DataManager</i> .				
	1591205	_____	\$800.00	_____
<b>Iowa Post Assessment Reporting Overview Webinar</b> —This two hour web-based session focuses on <i>DataManager</i> report navigation and hands-on generation of assessment reports for the Iowa assessments. .				
<b>Onsite Training (Optional):</b>	1591198	_____	\$2,950.00	_____
<b>DataManager Proctor Training 3 Hour Onsite</b> —This three hour onsite session includes best practices for implementing self-paced sessions, proctor led-sessions, proctoring audio testing and student testing.				
<b>Training Requirements Subtotal</b>				_____

**Note: Allow 4–12 weeks for set-up and training before testing.**

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## 2017 Iowa Assessments Form E Test Materials Order Form, Continued

**Phase II: Beyond the Basics Training Offerings (Optional)**

Item	Code Number	Quantity	Price	Total
<b>Web-based:</b>	1591203	_____	\$200.00	_____
<b>Back to School Refresher Webinar</b> —This one hour web-based refresher training for year 2+ clients on DataManager basics, creation of Test Events, Assignments and Sessions.				
	1591205	_____	\$800.00	_____
<b>Iowa Post Assessment Reporting Overview Webinar</b> —This two hour web-based session focuses on DataManager report navigation and hands-on generation of assessment reports for the Iowa assessments.				
<b>Onsite Training Optional:</b>	1591209	_____	\$2,950.00	_____
<b>DataManager Iowa Post Assessment Professional Development</b> —This six hour onsite session focuses on the reasons for test administration, how the DataManager reports support educators and includes details on the different scores, such as NPR, GE, Stanine and specifics about the Bell curve. Recommendations for utilizing the score reports data for the Iowa assessments are shared by the different audience attendees: teachers, administrators, special needs programs and parents.				

**Phase III: Advanced Implementation Training Offerings (Optional)**

Item	Code Number	Quantity	Price	Total
<b>Web-based:</b>	1591203	_____	\$200.00	_____
<b>Back to School Refresher Webinar</b> —This one hour web-based refresher training for year 2+ clients on DataManager basics, creation of Test Events, Assignments and Sessions.				
	1592109	_____	\$800.00	_____
<b>Utilizing DataManager for Student Identification in Special Programs Webinar</b> —This three hour web-based session will instruct participants on how to utilize DataManager reports to identify students for special programs, including but not limited to GT, 504, Sp Ed.				

For additional available training options, please contact your Assessment Account Executive or visit <http://www.hmhco.com/HMHAassessment>.

**Beyond the Basics and Advanced Implementation Training Subtotal** \_\_\_\_\_

**How to Place Your Order:**

**Via email:** [AssessmentsOrders@hnhco.com](mailto:AssessmentsOrders@hnhco.com) **Via mail:** Customer Experience Support—Assessments  
**Via fax:** 630.467.7192 **Houghton Mifflin Harcourt**  
**Via phone:** 800.323.9540 **255 38<sup>th</sup> Avenue, Suite L**  
**St. Charles, IL 60174**

**Inquiries may be directed to:** [AssessmentsCS@hnhco.com](mailto:AssessmentsCS@hnhco.com)  
**For more information, please visit:** [hnhco.com/HMHAassessment](http://hnhco.com/HMHAassessment)

**Product Order Subtotal** \_\_\_\_\_

**State Sales Tax\*** \_\_\_\_\_

**Shipping Service Fee\*\*** \_\_\_\_\_

**Training Requirements Subtotal** \_\_\_\_\_

**Order Total** \_\_\_\_\_

\*Sales tax and shipping fee not charged for training.

**Service Status Notification Center:** Opt-in for email notifications regarding *DataManager* scheduled maintenance or unscheduled issues via the HMH Service Status Notification Center at <http://learn.hnhco.com/notifyme>.

**Note:** To insure adequate processing time when submitting an expedited RUSH order, please phone in your order to 800.323.9540.

\*\* A shipping service fee is prepaid and added to the invoice. Estimate 10% (\$10.00 minimum) for ground shipping; 15% (\$10.00 minimum) for Second Day Air and shipping to AK and HI; 17% (\$20.00 minimum) for Next Day Air shipping; and 25% for international shipments. Ground transportation available for AK and HI upon request.

Prices quoted are subject to change without notice and do not include transportation charges unless otherwise stated. All orders will be filled at prices in effect upon receipt of your order. To obtain the most up to date pricing please call Houghton Mifflin Harcourt at 800.323.9540 or visit us online at [hnhco.com](http://hnhco.com).

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