

3. The name and address of your school will automatically populate. Now fill in the appropriate boxes with your name, phone number, the requested pick up date (must be at least the next business day), the hours that someone will be available at your school, the total number of boxes being returned, and any special instructions for the UPS driver (for example; "second floor", "go to the loading dock", etc.) Use the middle section if the location for pick up has a different address than the pre-populated school address. NOTE: *Any corrections to the shipping address will be verified by Cognia and MSDE.

Pickup Request By :
 Name: Addeliar Guy Elementary School
 Street Address: 4028 La Madre Way
 City: North Las Vegas
 State: NV
 Zip Code: 89031
 Contact Name:
 Phone Number:
 Pickup Date:(mm/dd/yyyy)
 Business Hours: 8:30 AM To 4:30 PM
Pickup Name/Address (If different from Name/Address listed above) :
 Name:
 Street Address:
 City:
 State: --Select--
 Zip Code:
Package Information :
 RS Tracking #: 1Z0W876A8700545680
 Total # of Boxes:
 Special Instructions:

Instructions

1. Enter Contact Name and Phone Number.
2. Enter the Date of Pickup.
3. Enter Business Hours (time frame for which your business is open).
4. Enter Pickup Address information ONLY if different from the Pickup Name/Address listed above. Please note that PO boxes are not allowed.
5. Enter the total number of boxes you are returning.
6. Please indicate in Special Instructions where in the building the packages will be located (i.e. Main Office, Guidance Office, etc.).
7. Click the "Place Pickup Request" button.

4. Place the pickup request by clicking the button at the bottom of the page. Review your information on the next page, then, click the **Confirm Pickup Request** button at the bottom of the page to confirm your request.

Your pickup request is not yet complete. Please review your request then click the "Confirm Pickup Request" button below to confirm, or click the "Back" button below to go back and edit your request.

Pickup Request By :
 Name: Sample High School
 Street Address: 123 Demo Road
 City: Any Town
 State: MD
 Zip Code: 89031
 Contact Name: Jane Smith
 Phone Number: 123-533-6242
 Pickup Date: 02/09/2016
 Business Hours: 08:30 AM - 04:30 PM
Pickup Name/Address (Changed from the above) :
 Name:
 Street Address:
 City:
 State:
 Zip Code:
Package Information :
 RS Tracking #: 1Z0W876A8700545680
 Total # of Boxes: 15
 Special Instructions: Boxes located in Guidance office.

5. Once you confirm the request, UPS will be scheduled to come to your location.



❖ Test Material Pickup Dates

- The UPS Pickup Scheduling Window (For paper test materials) is January 13–31, 2020
- The UPS Pickup Scheduling Window (Late pickup) is February 3–7, 2020

Note: All test materials must be picked up by February 7, 2020.

Shipments that are late and picked up after February 7, 2020 will be paid for by the school/district.

If you have any problems with the online system, contact the HSA Help Desk at **1-866-207-8804**.