

**California English Language Development Test (CELDT)
2009–10 Edition
Unused and Nonscorable Test Materials
Destruction and Return Options**

Option 1: Return unused and nonscorable test materials to Educational Data Systems for destruction

1. Pack all unused and nonscorable 2009–10 Edition test materials into boxes.
2. For shipments of twenty boxes or more, palletize the boxes, if possible.
3. Count the number of boxes being returned for destruction.
4. Logon to the CELDT District Portal at www.celdt.org and select **Request a Pick-up** from the Portal Options.
5. Select the **Nonscorable Materials Destruction** option.
6. On the next screen select the **Request a Pick-up** option and complete the form on the subsequent Web page.
7. Prior to submission of the form, print box labels (provided as a link on the Request a Pick-up screen) and attach one label to each box of nonscorable materials being returned for destruction. Note that the shipping address for nonscorable materials is different than the shipping address for scorable materials.
8. After submitting the form, you will receive an initial confirmation e-mail and a follow-up e-mail with tracking numbers. Keep these confirmations on file.
9. The shipment will be picked up by UPS within three working days of receiving the confirmation.

Option 2: Securely destroy materials locally

1. Arrange for secure destruction of all 2009–10 Edition test materials at the district. To securely destroy test materials, the information must be made irretrievable through a shredding or other destruction process. This includes local shredding or secure recycling through a third-party vendor. DVDs and CDs must be broken or shredded. Binders may be emptied and reused. If using a third-party vendor, request a Certificate of Destruction and keep it on file at the district office.
2. Logon to the CELDT District Portal at www.celdt.org and select **Request a Pick-up** from the Portal Options.
3. Select the **Nonscorable Materials Destruction** option.
4. On the next screen select the **Destroy On-Site** option and complete the form on the subsequent Web page to verify destruction of all 2009–10 Edition CELDT materials.
5. After submitting the form, you will receive an immediate confirmation. Print and keep this confirmation on file in your district office for one year.