



EDUCATIONAL DATA SYSTEMS

Subject: CELDT Additional Orders Important Reminders

Dear CELDT District Coordinator:

As a reminder, the CELDT Order Management site, where districts place additional orders, is now open. To access the site, log into the secure District Portal and under the Portal Options, click on Order Management.

From this site, districts may download and print Return Address Labels and the School Group Lists for all of the schools in the district.

Here are some things to be aware of when placing an order for additional materials:

- 1) Submit requests for all schools under one order. Do not submit one order per school.
- 2) The drop down list for choosing items is customized to the school and includes only the relevant test forms and grades each school originally placed an order for.
- 3) If the grade material is missing for a given school, call the Customer Support Center to add that grade.
- 4) If a school is missing, call the Customer Support Center to add that school.
- 5) Districts may place their entire order under one school if all the grades exist at that school.
- 6) Districts must order the field test forms(s) sent to the schools during the Annual Assessment window. Form 1 material will be available for ordering beginning November 1.
- 7) All additional orders will be fulfilled in 5-7 working days and shipped via ground service.

For further inquiries please contact the CELDT Customer Support Center at 866-850-1039 or by e-mail at [support@celdt.org](mailto:support@celdt.org).

Sincerely,  
CELDT Project Team  
Educational Data Systems

Please do not reply to this message, instead direct questions to the CELDT Customer Support Center at [support@celdt.org](mailto:support@celdt.org).