

Dear <Coordinator Name>:

Educational Data Systems has begun to prepare for the shipment of the 2009-10 test materials and Test Coordinator's Kits.

If your district shipping address has changed since the enrollment window or your shipping address has never been verified, please log into the secure District Portal on the CELDT website to update your shipping address no later than Thursday, May 21, 2009.

The address on file with Educational Data Systems at close of business on May 21, 2009 will be the shipping address used for these shipments. Any changes made after this date will be used for any additional shipments.

To change your shipping address:

1. Log into the secure District Portal at www.celdt.org. Use your secure log-in and password in the format below.

District code: XXXXX

Password: XXXXXXXXXX

2. Click on the "Edit" link to the District Information Section
3. Update each field as necessary
4. Click on the "Submit District" button

If you have any questions regarding this secure CELDT Web Portal, please contact the CELDT customer support center at 866-850-1039 or support@celdt.org.

Sincerely,

CELDT Program Team

Please do not reply to this message, instead direct questions to the CELDT customer support center at support@celdt.org.