

Home School Service: July 2009 - June 2010

Customer Service: 612.626.1803

Web site: <http://oms.umn.edu/mstp>

Fall orders: Postmarked by **October 15, 2009** | Spring orders: Postmarked by **April 1, 2010**

It is your responsibility to be aware of these dates, contact your school district prior to these dates and enclose payment with your order. A late fee of \$15.00 will be assessed if order forms are not postmarked by the specific date.

Minnesota Statewide Testing Program (MSTP)

MSTP offers the following achievement tests to **home schools**:

Iowa Tests of Basic Skills (ITBS) for grades K-8.

Iowa Tests of Educational Development (ITED) for grades 9-12.

The following interest inventories are also available:

Interest Determination, Exploration and Assessment System (IDEAS)
for grades 8-12 and adult (self-scoring)

Career Assessment Inventory (CAI) for grades 10-12 and adult

Reports

The following reports for the achievement tests are provided:

- Profile Narrative: *conveys individual student information to parents by highlighting scores without referring to grade equivalents*
- List of Student Scores
- Individual Performance Profile: *contains scores for each subtest, percentile ranks and a graphic plot of the scores*

Ordering

To order materials for Home School testing, complete the enclosed order form. Using the same test battery as used by your local school district provides comparable results. We recommend this consistency. However, if your school district does not use the Iowa achievement test and they permit you to use the Iowa tests for home-educated pupils, be aware that different test batteries are used and your results may not be comparable to what your district publishes as district results.

To ensure compliance with acceptable testing standards, an authorized signature is needed from your local district office (usually the superintendent or testing coordinator).

Payment

Enclose a check or money order for the testing you desire. Make payable to "Minnesota Statewide Testing Program". Payment must be included with the attached Order Form. **Do not send cash.** Please send payment to:

**MSTP
Attn: MSTP Accounts Specialist
879 29th Ave SE
Minneapolis, MN 55414**

Returning

When returning materials to MSTP, use the correct postage. The post office does not deliver mail with insufficient postage. Return all materials sent to you (test booklet, answer form, directions for administration - tests will not be scored unless all materials have been returned). If you decide not to test, a refund will be sent. However, if materials already have been mailed to you, there will be a \$5.00 handling fee charged against your refund.

All fall testing orders must be postmarked by October 15, 2009.

All spring testing orders must be postmarked by April 1, 2010.

(Please allow three weeks for your order to be processed and tests shipped.)

Recommended Testing Dates*

<i>Test</i>	<i>Fall</i>	<i>Spring</i>
ITBS	10/1-10/31	4/15-5/15
ITED	10/1-10/31	4/15-5/15
IDEAS & CAI	Anytime	Anytime

***All fall testing must be completed and mailed to MSTP by November 30, 2009**

***All spring testing must be completed and mailed to MSTP by May 31, 2010**

A late fee of \$15.00 will be charged for tests returned after these dates.

Total Testing Time (hours: minutes)

ITBS - 5:26

ITED - 4:20

CAI & IDEAS - Untimed, usually less than an hour

Home School Service: 2009-2010

ORDER FORM

(Kindergarten - 12th Grade Testing)

Note: To maintain confidentiality and validity of achievement tests, and to meet requirements of the publisher, schools need to complete the shaded box below.

Fall Orders: postmarked by October 15, 2009 | Spring Orders: postmarked by April 1, 2010

Payment (or school P.O. number) must be included when returning this Order Form

Orders without P.O. or payment will be returned.

Please send payment to:

MSTP, Attn: MSTP Accounts Specialist, 879 29th Ave SE, Minneapolis, MN 55414

Please complete information below:

A. Home School Parent/Guardian _____ Telephone (_____) _____

Street Address _____

City/Zip _____

B. Billing Address: _____

(if different than above) _____

C. Ordered from MSTP Before? Yes No

To be completed by local district office:

A. Test Administrator: _____ Telephone (_____) _____

B. Administrator's Mailing Address _____

(to receive testing materials) _____

C. Authorizing Name: _____ Title: _____

Signature: _____ Telephone (_____) _____

School District Number: _____ Today's Date: _____

Note: If school district is paying for testing costs, a P.O. number is required: _____

Indicate the number of students to be tested at each grade level, based on grade level for 2009-2010	Planned Test Date*
Iowa Tests of Basic Skills (ITBS) Grades K-2: K _____ 1 _____ 2 _____	\$45.00/pupil
Iowa Tests of Basic Skills (ITBS) Grades 3-8: 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____ Iowa Tests of Educational Development (ITED) Grades 9-12: 9 _____ 10 _____ 11 _____ 12 _____	\$40.00/pupil
Interest Determination, Exploration & Assessment System (IDEAS): Grades 8-12 and adults	\$3.80/each
Career Assessment Inventory (CAI): Grades 10-12, adults	\$11.00/each

*Tests are shipped approximately two weeks before Planned Test Date. Please allow three weeks for processing order. Telephone orders will not be accepted because an authorizing signature and payment or P.O. number is required. ***If you decide not to test after materials have been mailed, there will be a handling charge of \$5.00 charged against the refund.*** If you want confirmation that your order has been received, enclose a self-addressed stamped envelope or postal card and we will return it to you.