

## 2019-20 Braille & Large Print Order Form Oregon Extended Statewide Assessments

Please use this form when ordering Braille or Large Print Extended Assessments. This order form will only be processed if it is submitted and signed by the District Test Coordinator during the appropriate order window listed below. Orders will be delivered to the address indicated on page 2 (below) by/on February 13, 2020 this school year. Return completed forms to [Carol.Phipps@wesd.org](mailto:Carol.Phipps@wesd.org) or fax to 503-385-4716.

### Order Window: November 12, 2019 to January 10, 2020

**District Name:** \_\_\_\_\_

**District ID:** \_\_\_\_\_

When completing the table below, you must include the School Name and School ID. The School ID can be found at <http://www.ode.state.or.us/instid/>. You will also need to list the SSID number for all students needing Braille or Large Print assessments.

School Name	School ID	SSID	Subject (ELA, Math, Science)	Grade	Large Print?	*Braille Grade 1 uncontracted	*Braille Grade 2 UEB

**\* Braille Grade Designation:**

- Braille Grade 1: **Uncontracted** Braille- UEB
- Braille Grade 2: **Contracted** Braille - UEB.

The Braille code for mathematical and scientific notation will continue to be represented with NEMETH in both formats of Braille Grade 1 and Braille Grade 2.

**Please complete the information on the following page, as well, to complete your order. Thank-you!**

Oregon Textbook and Media Center (OTMC)  
2060 Vista Avenue SE, Suite 100  
Salem, Oregon 97302

Carol Phipps  
W: 503-540-2940  
C: 503-302-6336

District Test Coordinator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Please print)

Email Address: \_\_\_\_\_

Address (to mail assessments to): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attn: \_\_\_\_\_

District Test Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_