

BARCODE FORM

1 COMPLETE ORDER AND SHIPPING INFORMATION

Test Coordinator

Name _____ Phone _____

Email _____

Technical Contact

Name _____ Phone _____

Email _____

School/System/Group

(Only valid street addresses can be used. No P.O. boxes, please.)

School/System/Group Name _____

Address _____

City _____ State _____ Zip _____

Purchase Order # _____

Test Date _____

2 SELECT ORDER TYPE (select one)

- ☐ Labels created from customer-provided data file and locally applied by the customer
- ☐ Labels created from customer-provided data file and applied by HMH
- ☐ Labels created from a previous test administration
- Order # _____

3 SELECT SORT ORDER FOR LABELS (select one)

- ☐ Same as data file
- ☐ School/Grade (alphabetical)
- ☐ School/Grade/Class (alphabetical)

4 INDICATE TESTS AND ENTER QUANTITIES NEEDED

Iowa E,F,G / CogAT 7 / Logramos Third Edition

Iowa A,B,C / CogAT 6 / Logramos Second Edition

Grades	K	1	2	3	4	5	6	7	8	9	10	11	12
Iowa													
CogAT													
Logramos													
Number of students per grade													
Number of labels per student													

5 INDICATE FIELDS TO BE READ FROM BARCODE LABELS

FIELD NAME	DATA	FIELD NAME	DATA	FIELD NAME	DATA	FIELD NAME	DATA
STUDENT LAST NAME	✓	CLASS NAME		RACE ETHNICITY		TEST ADMINISTRATOR USE ONLY COLUMN G	
STUDENT FIRST NAME	✓	CLASS CODE		TEST ADMINISTRATOR USE ONLY CODES A-T		TEST ADMINISTRATOR USE ONLY COLUMN H	
DATE OF BIRTH	✓	STUDENT ID NUMBER		TEST ADMINISTRATOR USE ONLY COLUMN A		TEST ADMINISTRATOR USE ONLY COLUMN I	
GRADE	✓	ADDITIONAL ID NUMBER		TEST ADMINISTRATOR USE ONLY COLUMN B		TEST ADMINISTRATOR USE ONLY COLUMN J	
SCHOOL/BUILDING NAME	✓	IOWA OR LOGRAMOS FORM		TEST ADMINISTRATOR USE ONLY COLUMN C		TEST ADMINISTRATOR USE ONLY COLUMNS K-N, P, Z	
SCHOOL/BUILDING CODE		IOWA OR LOGRAMOS LEVEL		TEST ADMINISTRATOR USE ONLY COLUMN D		HOME REPORTING	
GENDER		CogAT FORM		TEST ADMINISTRATOR USE ONLY COLUMN E		OFFICE USE ONLY Z (exclusion)	
		CogAT LEVEL		TEST ADMINISTRATOR USE ONLY COLUMN F		PROGRAMS	