

BARCODE PRE-IDENTIFICATION SERVICES
BARCODE FORM

For Iowa Assessments™ Forms E/F/G, CogAT® Forms 7/8, and Logramos® Third Edition

Barcode Service Only

Barcode Run No.: _____

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 (Expected Delivery: 10 business days plus 5–7 days for shipping)
- Labels created from customer-provided data file and applied by Riverside Insights (Expected Delivery: 20 business days plus 5–7 days for shipping)
- 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

Grades	K	1	2	3	4	5	6	7	8	9	10	11	12
Iowa Forms E/F/G (✓)													
CogAT Forms 7/8 (✓)													
Logramos Third Edition (✓)													
Number of students per grade													
Number of labels per student													

5 INDICATE FIELDS TO BE READ FROM BARCODE LABELS

During scanning, data will be read either from the barcode labels or from coding on the answer documents, but not both. Indicate the fields to be read from your barcode data file instead of the answer documents by placing a check mark in the DATA box next to the field. Fields checked below will be read from your data file; all unchecked fields will be read from your answer documents when scanned. Be sure that any fields you check have been populated in your barcode student data file.

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

6 SUBMIT YOUR ORDER

Please complete the Barcode Form electronically and post the form and data file to the Riverside Insights SFTP site:

SFTP URL: <https://rpcftp.rpclearning.com>

Contact Riverside Insights Customer Service if you have not been provided with a username and password to the SFTP site.

- Phone: 1-800-323-9540
- Email: inquiry@riversideinsights.com

For all other questions regarding barcode labels, contact Data Integration Barcode Administration.

- Email: barcode@riversideinsights.com

NEW! Order barcodes online

Streamline your barcode order with our new online barcode ordering form. Contact Riverside Insights Customer Service for details!