



Individual Score Reports (ISRs)

ORDERING PROCESS

Printing Score Reports

▶ Three Printing Options

1. **Collated and Mailed**-color printed, collated, folded, stuffed and mailed by vendor
2. **Collated and Delivered To District**-color printed, collated folded, stuffed and delivered to the district for distribution
3. **Bulk Printed**-color printed, no envelopes and delivered to the district

▶ Digital File Option

Digital files will be uploaded to the district SFTP Site

▶ WebEdge Districts

ISRs will be uploaded to your student management system by Edge

Printing Score Reports

- ▶ Estimated number of students is needed to start contract process
- ▶ Districts will only be billed on actual **printed** numbers
- ▶ *Districts will be asked to review and submit updated address files*
- ▶ Districts using a cover letter, will need to submit any changes
- ▶ Vendor will update the dates on previous letters-if no other changes, no action is required
- ▶ District will need to sign a consent form so SDS can share data with Edge

Questions??

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