

RIVERSIDE PUBLISHING

**BAR CODE PRE-IDENTIFICATION SERVICES
TRANSMITTAL FORM
NJPASS®**



Please complete for shipping instructions and inquiry resolution.

Test Coordinator:

Phone: () e-mail:

Technical Contact:

Phone: () e-mail:

System / School Name:

Send to Address:

City: State: Zip:

Purchase Order Number:

Anticipated Test Date:

✓ Will your bar code labels be :

Locally Applied

✓ Please indicate the sort order for return of bar codes:

Same order as file

School / Grade (alphabetical order)

School / Grade / Class (alphabetical order)

For quality control purposes, the information entered in this chart will be verified by comparison to the data on the file.

Grades	1	2	3
Number of students per grade			
Number of bar code labels needed for each student			

Below are categories of demographic information that may be included on your bar code file or coded in the demographic section of each answer document. **The student's last name, first name, gender, and date of birth MUST be included in the bar code file.** Please identify below which fields of your bar code file will contain data. Fields with asterisks are used for processing bar code labels; however, this information will be overridden by the information provided on your Building and Grade/Class Identification Sheets. Building and Grade/Class Identification Sheets must be used for scoring. **The information in bold below is required for bar code creation and sort order.**

FIELD NAME Information can be taken from the file <u>or</u> gridded on the answer document. If a barcode is used, gridded information WILL NOT be processed.	INCLUDED IN DATA FILE	FIELD NAME Information can be taken from the file <u>or</u> gridded on the answer document. If a barcode is used, gridded information WILL NOT be processed.	INCLUDED IN DATA FILE
Student Name	<input checked="" type="checkbox"/>	Test Administrator Use Only: CODE P	<input type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	Test Administrator Use Only: CODE Q	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	Test Administrator Use Only: CODE R	<input type="checkbox"/>
*Grade (required on file for bar code sort order)	<input checked="" type="checkbox"/>	Test Administrator Use Only: CODE S	<input type="checkbox"/>
*School Name (required on file for bar code sort order)	<input checked="" type="checkbox"/>	Test Administrator Use Only: CODE T	<input type="checkbox"/>
*School Code	<input type="checkbox"/>	Test Administrator Use Only: COLUMN A	<input type="checkbox"/>
*Class Name	<input type="checkbox"/>	Test Administrator Use Only: COLUMN B	<input type="checkbox"/>
*Class Code	<input type="checkbox"/>	Test Administrator Use Only: COLUMN C	<input type="checkbox"/>
Student ID Number	<input type="checkbox"/>	Test Administrator Use Only: COLUMN D	<input type="checkbox"/>
Test Administrator Use Only: CODE A	<input type="checkbox"/>	Test Administrator Use Only: COLUMN E	<input type="checkbox"/>
Test Administrator Use Only: CODE B	<input type="checkbox"/>	Test Administrator Use Only: COLUMN F	<input type="checkbox"/>
Test Administrator Use Only: CODE C	<input type="checkbox"/>	Test Administrator Use Only: COLUMN G	<input type="checkbox"/>
Test Administrator Use Only: CODE D	<input type="checkbox"/>	Test Administrator Use Only: COLUMN H	<input type="checkbox"/>
Test Administrator Use Only: CODE E	<input type="checkbox"/>	Test Administrator Use Only: COLUMN I	<input type="checkbox"/>
Test Administrator Use Only: CODE F	<input type="checkbox"/>	Test Administrator Use Only: COLUMN J	<input type="checkbox"/>
Test Administrator Use Only: CODE G	<input type="checkbox"/>	Test Administrator Use Only: COLUMN K	<input type="checkbox"/>
Test Administrator Use Only: CODE H	<input type="checkbox"/>	Test Administrator Use Only: COLUMN L	<input type="checkbox"/>
Test Administrator Use Only: CODE I	<input type="checkbox"/>	Test Administrator Use Only: COLUMN M	<input type="checkbox"/>
Test Administrator Use Only: CODE J	<input type="checkbox"/>	Test Administrator Use Only: COLUMN N	<input type="checkbox"/>
Test Administrator Use Only: CODE K	<input type="checkbox"/>	Test Administrator Use Only: COLUMN O	<input type="checkbox"/>
Test Administrator Use Only: CODE L	<input type="checkbox"/>	Test Administrator Use Only: COLUMN P	<input type="checkbox"/>
Test Administrator Use Only: CODE M	<input type="checkbox"/>	Test Administrator Use Only: COLUMN Q	<input type="checkbox"/>
Test Administrator Use Only: CODE N	<input type="checkbox"/>	Test Administrator Use Only: COLUMN R	<input type="checkbox"/>
Test Administrator Use Only: CODE O	<input type="checkbox"/>		

SUBMIT THE BAR CODE ORDER: If this Transmittal Form is completed via electronic method, please attach the completed form and your bar code file to an e-mail message and send to barcode@hnhpub.com. If this document is completed via pen and paper, please fax to (630) 760-4485 and e-mail the accompanying file to barcode@hnhpub.com. Please direct all inquiries to barcode@hnhpub.com or call (800) 323-9540, ext. 4409.

REQUIRED FIELDS are bold, and include Field Numbers 1, 2, 3, 4, 5, and 6.

Blank digits in comma-delimited files cannot be processed.

FIELD NUMBER	NJPASS FIELD NAME DESCRIPTION	RIVERSIDE FIELD NAME VALUE	FIELD START	FIELD END	FIELD LENGTH	FIELD TYPE	RECORD VALUE AND DESCRIPTION
1	Last Name	LAST_NAME	1	20	20	A	A-Z, including any ASCII non-numeric characters as: é, ñ, O', space; 20 characters maximum.
2	First Name	FIRST_NAME	21	40	20	A	A-Z, including any ASCII non-numeric characters as: é, ñ, O', space; 20 characters maximum.
3	Date of Birth	BIRTH_DATE	61	70	10	N	mm/dd/yyyy, for example 01/06/1996 Include slashes Month = Jan = '01', Feb = '02', Mar = '03', Apr = '04', May = '05', June = '06', July = '07', Aug = '08', Sept = '09', Oct = '10', Nov = '11', Dec = '12' Day = 01 to 31 Year = Each position 0-9
4	Gender	GENDER	71	71	1	A	F = Female, M = Male
5	Grade	GRADE	72	73	2	N	0-12, as 00 = Kindergarten, 01 = Grade 1, etc.
6	School / Building Name	BUILDING_NAME	74	93	20	A/N	0-9, A-Z
7	School / Building Code	BUILDING_CODE	94	107	14	A/N	0-9, A-Z, or blank
8	Class Name	CLASS_NAME	108	127	20	A/N	0-9, A-Z, or blank
9	Class Code	CLASS_CODE	128	132	5	A/N	0-9, A-Z, or blank
10	Student ID Number	IDENTIFICATION	133	142	10	A/N	Each position: 0-9 or A-Z
11	Language Arts Accommodations A1	ADM_CODE_A	143	143	1	N	1 = Yes, 0 or blank = No
12	Language Arts Accommodations A2	ADM_CODE_B	144	144	1	N	1 = Yes, 0 or blank = No
13	Language Arts Accommodations A3	ADM_CODE_C	145	145	1	N	1 = Yes, 0 or blank = No
14	Language Arts Accommodations A4	ADM_CODE_D	146	146	1	N	1 = Yes, 0 or blank = No
15	Language Arts Accommodations A5	ADM_CODE_E	147	147	1	N	1 = Yes, 0 or blank = No
16	Language Arts Accommodations A6	ADM_CODE_F	148	148	1	N	1 = Yes, 0 or blank = No
17	Language Arts Accommodations A7	ADM_CODE_G	149	149	1	N	1 = Yes, 0 or blank = No
18	Language Arts Accommodations A8	ADM_CODE_H	150	150	1	N	1 = Yes, 0 or blank = No
19	Language Arts Accommodations A9	ADM_CODE_I	151	151	1	N	1 = Yes, 0 or blank = No
20	Language Arts Group G1	ADM_CODE_J	152	152	1	N	1 = Yes, 0 or blank = No
21	Language Arts Group G2	ADM_CODE_K	153	153	1	N	1 = Yes, 0 or blank = No
22	Language Arts Group G3	ADM_CODE_L	154	154	1	N	1 = Yes, 0 or blank = No
23	Language Arts Group G4	ADM_CODE_M	155	155	1	N	1 = Yes, 0 or blank = No
24	Language Arts Group G5	ADM_CODE_N	156	156	1	N	1 = Yes, 0 or blank = No
25	Language Arts Group G6	ADM_CODE_O	157	157	1	N	1 = Yes, 0 or blank = No
26	Language Arts Group G7	ADM_CODE_P	158	158	1	N	1 = Yes, 0 or blank = No
27	Language Arts Group G8	ADM_CODE_Q	159	159	1	N	1 = Yes, 0 or blank = No
28	Language Arts Group G9	ADM_CODE_R	160	160	1	N	1 = Yes, 0 or blank = No
29	Math Office Subtest Exclusion	ADM_CODE_S	161	161	1	N	1 = Yes, 0 or blank = No
30	Language Arts Subtest Exclusion	ADM_CODE_T	162	162	1	N	1 = Yes, 0 or blank = No
31	Math Accommodations A1	ADM_COL_A	163	163	1	N	1 = Yes, 0 or blank = No
32	Math Accommodations A2	ADM_COL_B	164	164	1	N	1 = Yes, 0 or blank = No
33	Math Accommodations A3	ADM_COL_C	165	165	1	N	1 = Yes, 0 or blank = No
34	Math Accommodations A4	ADM_COL_D	166	166	1	N	1 = Yes, 0 or blank = No
35	Math Accommodations A5	ADM_COL_E	167	167	1	N	1 = Yes, 0 or blank = No
36	Math Accommodations A6	ADM_COL_F	168	168	1	N	1 = Yes, 0 or blank = No
37	Math Accommodations A7	ADM_COL_G	169	170	2	N	01 = Yes, 00 or blank = No
38	Math Accommodations A8	ADM_COL_H	171	172	2	N	01 = Yes, 00 or blank = No
39	Math Accommodations A9	ADM_COL_I	173	174	2	N	01 = Yes, 00 or blank = No
40	Math Group G1	ADM_COL_J	175	176	2	N	01 = Yes, 00 or blank = No
41	Math Group G2	ADM_COL_K	177	178	2	N	01 = Yes, 00 or blank = No
42	Math Group G3	ADM_COL_L	179	180	2	N	01 = Yes, 00 or blank = No
43	Math Group G4	ADM_COL_M	181	182	2	N	01 = Yes, 00 or blank = No
44	Math Group G5	ADM_COL_N	183	183	1	N	1 = Yes, 0 or blank = No
45	Math Group G6	ADM_COL_O	184	184	1	N	1 = Yes, 0 or blank = No
46	Math Group G7	ADM_COL_P	185	185	1	N	1 = Yes, 0 or blank = No
47	Math Group G8	ADM_COL_Q	186	186	1	N	1 = Yes, 0 or blank = No
48	Math Group G9	ADM_COL_R	187	187	1	N	1 = Yes, 0 or blank = No

NOTES:

- * A = Alpha character field; any ASCII non-numeric character.
- * N = Numeric character field.
- * A/N = Either alpha or numeric characters are allowed in the field; any ASCII character.

Riverside field													
names Last Name	First Name	Date Of Birth	Gender	Grade	School / Building Name	School / Building Code	Class Name	Class Code	Student ID Number	Test Administrator Use Only: Code A	Test Administrator Use Only: Code B	Test Administrator Use Only: Code C	Test Administrator Use Only: Code D
NJPass field names													
Last Name	First Name	Date Of Birth	Gender	Grade	School / Building Name	School / Building Code	Class Name	Class Code	Student ID Number	Language Arts Accommodations A1	Language Arts Accommodations A2	Language Arts Accommodations A3	Language Arts Accommodations A4

Test Administrator Use Only: Code E	Test Administrator Use Only: Code F	Test Administrator Use Only: Code G	Test Administrator Use Only: Code H	Test Administrator Use Only: Code I	Test Administrator Use Only: Code J	Test Administrator Use Only: Code K	Test Administrator Use Only: Code L	Test Administrator Use Only: Code M
Language Arts Accommodations A5	Language Arts Accommodations A6	Language Arts Accommodations A7	Language Arts Accommodations A8	Language Arts Accommodations A9	Language Arts Group G1	Language Arts Group G2	Language Arts Group G3	Language Arts Group G4

Test Administrator Use Only: Code N	Test Administrator Use Only: Code O	Test Administrator Use Only: Code P	Test Administrator Use Only: Code Q	Test Administrator Use Only: Code R	Test Administrator Use Only: Code S	Test Administrator Use Only: Code T	Test Administrator Use Only: Column A	Test Administrator Use Only: Column B
Language Arts Group G5	Language Arts Group G6	Language Arts Group G7	Language Arts Group G8	Language Arts Group G9	Math Office Subtest Exclusion	Language Arts Subtest Exclusion	Math Accommodations A1	Math Accommodations A2

Test Administrator Use Only: Column C	Test Administrator Use Only: Column D	Test Administrator Use Only: Column E	Test Administrator Use Only: Column F	Test Administrator Use Only: Column G	Test Administrator Use Only: Column H	Test Administrator Use Only: Column I	Test Administrator Use Only: Column J	Test Administrator Use Only: Column K
Math Accommodations A3	Math Accommodations A4	Math Accommodations A5	Math Accommodations A6	Math Accommodations A7	Math Accommodations A8	Math Accommodations A9	Math Group G1	Math Group G2

Test Administrator Use Only: Column L	Test Administrator Use Only: Column M	Test Administrator Use Only: Column N	Test Administrator Use Only: Column O	Test Administrator Use Only: Column P	Test Administrator Use Only: Column Q	Test Administrator Use Only: Column R
Math Group G3	Math Group G4	Math Group G5	Math Group G6	Math Group G7	Math Group G8	Math Group G9