



Nevada - Utah Conference Education Department Administrative Report # 10

This Administrative Report is Due on the Second Friday of June.

REQUIRED DOCUMENTATION:

- School board minutes
 - Finance reports
 - Closing Report: Form SR105 Closing Report
 - Closing Report: School Closing Report from Jupiter
 - Copy of Accreditation Annual Progress Report (update on Action Plans)
 - Copy of Annual Safety Drills
 - ITBS Order forms for Fall testing
 - CEU Applications (one per certified personnel)
 - Copy of formal Teacher Evaluations (From LVJA and Summit Only)
- Submit a copy of the school's safety drill record.

REMINDERS:

Update student baptism information in Jupiter.
Make sure end of the year tasks are completed.

FORM SR1 05 CLOSING REPORT

The principal or head teacher should submit this report to the conference office of education at the close of the school year. This report should include the data for grades TK through 12.

Union: **Pacific**

Conference:

Name of School:

Closing Data for school year:

	TK	K-8	9-12
1. Closing cumulative enrollment for the school year.	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
2. Attendance at the close of the school year.	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
3. Number graduating from grade 8.		<input style="width: 100%; height: 20px;" type="text"/>	
4. Number graduating from grade 12.			<input style="width: 100%; height: 20px;" type="text"/>
5. Students baptized during the last 12 months:			
at least one parent/guardian as SDA.		<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
neither parent/guardian an SDA.		<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Instructions

1. Include all students who registered throughout the entire school year, regardless of their attendance when school closed.
2. The actual attendance on the last day of school.
3. Give the number of diplomas actually awarded.
4. Give the number of students baptized during the last twelve months.

**PACIFIC UNION CONFERENCE
CERTIFICATE OF RENEWAL**

Application for Continuing Education Credit
2018/2019

INSTRUCTIONS

1. **Teacher** completes & signs form
2. Teacher gives to **Principal** to verify & sign
3. Principal sends **all forms (together)** to NUC Attn: **Fernando Lista**

Date _____ Name of Teacher _____ School _____

Date	Nevada - Utah Conference	Clock Hours	Hours Earned
July 9 - 13/18	DI Convention - Las Vegas	(18) (24) (30)	
August 6 - 9	NAD Teachers' Convention	20	
September 18	Superintendent's Advisory Committee	4	
	School Evaluations - One day (8) Two days (16)	(8) (16)	
	NUC Professional Growth Plan	Enter hours >>	
	Pacific Union Conference		
July 25-26	Superintendents' Council	12	
September 27 - 29	Student Leadership Conference - Leoni Meadows	6	
October 8	Focus on Learning In-service (Ontario)	5	
October 22	Curriculum Committee (Elementary or Secondary)	6	
October 22	Education Leadership Council	4	
October 23 - 24	Fall Education Council - One day(7) Two days (14)	(7) (14)	
January 28 - 29	Social Studies Teacher In-service - Mon/Tue (10) Tues only (8)	(10) (8)	
Feb 10-13	Elementary Encounter Bible Training	20	
Feb 25 - 26	Curriculum Committee (Elementary or Secondary)	12	
April 15	Education Leadership Council	4	
April 16 - 17	Spring Education Council - One day(7) Two days (14)	(7) (14)	
June 10 - 21	NAD Summer Committees		
June 18-22	EXCEED Workshop	50	

School Sponsored Activities:

Professional Conferences/Meetings, Regional/National Conventions and other Professional Activities:

Teacher Signature

Administrator Signature

*****Office of Education Use ONLY*****

Total Number of Clock Hours _____

NUC Superintendent Signature

CONTINUING EDUCATION CREDIT CRITERIA AND GUIDELINES

Effective 9-1-2017

The following criteria and guidelines apply to Continuing Education Units (CEUs) for participation in professional activities by education personnel in the Pacific Union Conference. Formula: 1 CEU= 10 clock hours; 2 CEU=20 clock hours.

1. Twenty (20) clock hours is equivalent to one (1) quarter hour of non-academic Continuing Education Units.
2. Satisfactory involvement in professional activities shall be verified by the conference office of education on the approved form.
3. The report of involvement in professional activities is to be submitted to the conference office of education annually on the approved form. In special circumstances, an activity for which CEU credit is desired may be granted for the previous school year.
4. Continuing Education Units **are not applicable** for the renewal of the Conditional or Basic Certificates.
5. Continuing Education Units may be applied to renewal of the Standard, Professional and Administrator Certificates as follows:
 - a. Renewal of the Standard Certificate-Renewal of the Standard Certificate requires fifteen (15) quarter hours which a minimum of six (6) quarter hours of academic credit must be earned in an accredited institution.
 - b. Renewal of the Professional Certificate-Renewal of the Professional Certificate requires nine (9) quarter hours which a may be earned by either academic credits or approved Continuing Education Units.
 - c. Renewal of the Administrator Certificate-Renewal of the Administrator Certificate requires nine (9) quarter hours which a may be earned by either academic credits or approved Continuing Education Units.
6. Professional activities submitted for credit are to contribute directly to the professional growth and enhance the employee's professional skills or expertise. These include but are not necessarily limited to the following:
 - a. Professional Growth Reading Certificate – Thirty (30) clock hours of professional activity credit. **No partial credit allowed.**
 - b. Education Tours. **Prior approval** must be received for a tour for which Continuing Education Credit is desired. Thirty (30) clock hours total in a year.
 - c. Professional reading, webinars, viewing video tapes and/or listening to audio tapes. A total of 30 clock hours may be granted per year subject to the following:
 - (1) Prior approval for the activity shall be received from the superintendent of schools or designee.
 - (2) The content of the activity must be based on current educational related topics of research in education.
 - d. School-sponsored in-service activities or special programs under the auspices of the principal.
 - e. Union and/or local conference sponsored activities. The number of hours allowed for the activity will be designated by the sponsoring organization. *
7. Supervision of student teachers (up to 100 clock hours of credit per renewal).
 - a. Classroom teachers who supervise one (1) or more methods students may be granted 20 clock hours of credit for each quarter that they supervise.
 - b. Classroom teachers who supervise a student teacher may be granted 40 clock hours of credit per quarter.
 - c. Classroom teachers who supervise a student for pre-week observations may be granted 20 clock hours per week.
 - d. The above credits shall be limited to a total of 100 clock hours of credit per certificate renewal.
8. Approved miscellaneous activities. [Clock hours are approved by the conference office of education personnel.]
 - a. Teaching higher education courses. Equivalent hours granted in clock hours [Example: Two quarter hour course would be 40 clock hours.]
 - b. Conference and/or union approved committees, i.e. Board of Education, Executive Committee.
 - c. Conference mentor teacher program. [20 clock hours per year]
 - d. Submissions of articles for CIRCLE, etc. [See *NAD Certification Manual*, page 35 for CEU value.]
 - e. College/University publication workshop.
 - f. Developing an approved Dual Credit course (one time only) [20 clock hours].
9. The following **do not qualify** for Continuing Education Credit:
 - a. Classes, workshops and/or seminars of which academic credit is received.
 - b. Any activities which arise out of the normal course of a person's duties, i.e. sponsorship on school tours.
 - c. Membership on a school planning, school standing or ad hoc committee.
 - d. First Aid, CPR, and Blood Borne classes.

*Union Curriculum Committee - 10 clock hours; Union Fall and Spring Education Councils - 14 clock hours each (7 clock hours per day of attendance).

*School Evaluations:

Elementary/Junior Academy (one day visit team member) – 10 clock hours
Elementary/Junior Academy (two day visit team member) – 20 clock hours
Elementary/Junior Academy Visiting Committee Chair – 30 clock hours (2 day visit)

K-12, K-10 or 9-12 (WASC School Self-study coordinating Committee chairs) – 30 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 40 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 20 clock hours (2 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 100 clock hours (1 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Chair) – 90 clock hours (4 day visit)

**SEVENTH-DAY ADVENTIST
FALL 2019 MATERIAL ORDER FORM**

**TESTING DATES: September 16- October 4, 2019
PLACE ORDERS BY: July 12, 2019**

Union Name: _____	Date: _____
Conference Name: _____	Purchase _____
Contact Name: _____	Order # _____
Contact E-mail: _____	
Conference Address: _____	
City/State: _____	Zip: _____
Phone: _____	

REQUIRED

**GRADES 3-10: *Iowa Assessments*™, FORM E Required
GRADES 4 & 7: *Cognitive Abilities Test*™ (CogAT®), FORM 7**

OPTIONAL

**GRADES K-2, 11-12: *Iowa Assessments*™, FORM E
GRADES K-3, 5-6, 8-12: *Cognitive Abilities Test*™ (CogAT®), FORM 7**

**Student Enrollment Figures
Number of Teachers per Grade
(Only enter for the grades you are testing)**

Grade	Students	Teachers
GRADE K		
GRADE 1		
GRADE 2		
GRADE 3		
GRADE 4		
GRADE 5		
GRADE 6		
GRADE 7		
GRADE 8		
GRADE 9		
GRADE 10		
GRADE 11		
GRADE 12		



Code Number	Description	Quantity	School Price	Total Price
	GRADE K (Note no <i>Iowa</i> for Kindergarten)			
1473574	<i>CogAT</i> , Form 7, Level 5/6 (pkg. 25 with 1 <i>Directions</i>)		\$156.82	\$0.00
1473573	<i>CogAT</i> , Form 7, Level 5/6 (pkg. 5 with 1 <i>Directions</i>)		\$34.85	\$0.00
	GRADE 1			
1473643	<i>Iowa</i> , Form E, Level 5/6 Complete Battery (pkg. 25 with 1 <i>Directions</i>)		\$246.50	\$0.00
1473641	<i>Iowa</i> , Form E, Level 5/6 Complete Battery (pkg. 5 with 1 <i>Directions</i>)		\$54.40	\$0.00
1473576	<i>CogAT</i> , Form 7, Level 7 (pkg. 25 with 1 <i>Directions</i>)		\$156.82	\$0.00
1473575	<i>CogAT</i> , Form 7, Level 7 (pkg. 5 with 1 <i>Directions</i>)		\$34.85	\$0.00
	GRADE 2			
1473645	<i>Iowa</i> , Form E, Level 7 Complete Battery (pkg. 25 with 1 <i>Directions</i>)		\$246.50	\$0.00
1473644	<i>Iowa</i> , Form E, Level 7 Complete Battery (pkg. 5 with 1 <i>Directions</i>)		\$54.40	\$0.00
1473578	<i>CogAT</i> , Form 7, Level 8 (pkg. 25 with 1 <i>Directions</i>)		\$156.82	\$0.00
1473577	<i>CogAT</i> , Form 7, Level 8 (pkg. 5 with 1 <i>Directions</i>)		\$34.85	\$0.00
	IOWA PRACTICE TESTS GRADES 1-2			
1698378	<i>Iowa</i> , Forms EFG, Level 5/6 Practice Test (pkg. 25 w/ <i>Directions</i>)		\$28.90	\$0.00
1698379	<i>Iowa</i> , Forms EFG, Levels 7/8 Practice Test (pkg. 25 w/ <i>Directions</i>)		\$34.85	\$0.00
	GRADE 3			
1473685	<i>Iowa</i> , Form E, Level 9 Complete Battery (pkg. 25 with <i>Directions</i>)		\$192.10	\$0.00
1473684	<i>Iowa</i> , Form E, Level 9 Complete Battery (pkg. 5 with <i>Directions</i>)		\$42.50	\$0.00
1473580	<i>CogAT</i> , Form 7, Level 9 Complete (pkg. 25 with 1 <i>Directions</i>)		\$127.07	\$0.00
1473579	<i>CogAT</i> , Form 7, Level 9 Complete (pkg. 5 with 1 <i>Directions</i>)		\$28.05	\$0.00
1698333	<i>Iowa</i> , Forms EFG, Level 9 Answer folders with <i>CogAT</i> /WA/L (pkg. 15)		\$0.00	\$0.00
1698334	<i>Iowa</i> , Forms EFG, Level 9 Answer folders with <i>CogAT</i> /WA/L (pkg. 50)		\$0.00	\$0.00

Code Number	Description	Quantity	School Price	Total Price
GRADE 4				
1473687	<i>Iowa, Form E, Level 10 Complete Battery (pkg. 25 with Directions)</i>		\$192.10	\$0.00
1473686	<i>Iowa, Form E, Level 10 Complete Battery (pkg. 5 with Directions)</i>		\$42.50	\$0.00
1473582	<i>CogAT, Form 7, Level 10 (pkg. 25 with 1 Directions)</i>		\$127.07	\$0.00
1473581	<i>CogAT, Form 7, Level 10 (pkg. 5 with 1 Directions)</i>		\$28.05	\$0.00
1698338	<i>Iowa, Forms EFG, Level 10 Answer folders with CogAT (pkg. 15)</i>		\$0.00	\$0.00
1698339	<i>Iowa, Forms EFG, Level 10 Answer folders with CogAT (pkg. 50)</i>		\$0.00	\$0.00
GRADE 5				
1473689	<i>Iowa, Form E, Level 11 Complete Battery (pkg. 25 with Directions)</i>		\$192.10	\$0.00
1473688	<i>Iowa, Form E, Level 11 Complete Battery (pkg. 5 with Directions)</i>		\$42.50	\$0.00
1473584	<i>CogAT, Form 7, Level 11 (pkg. 25 with 1 Directions)</i>		\$127.07	\$0.00
1473583	<i>CogAT, Form 7, Level 11 (pkg. 5 with 1 Directions)</i>		\$28.05	\$0.00
1698343	<i>Iowa, Forms EFG, Level 11 Answer folders with CogAT (pkg. 15)</i>		\$0.00	\$0.00
1698344	<i>Iowa, Forms EFG, Level 11 Answer folders with CogAT (pkg. 50)</i>		\$0.00	\$0.00
IOWA PRACTICE TESTS GRADES 3-5				
1698380	<i>Iowa, Forms EFG, Levels 9-11 Practice Test (pkg. 25 w/Directions)</i>		\$34.85	\$0.00
GRADE 6				
1473691	<i>Iowa, Form E, Level 12 Complete Battery (pkg. 25 with Directions)</i>		\$192.10	\$0.00
1473690	<i>Iowa, Form E, Level 12 Complete Battery (pkg. 5 with Directions)</i>		\$42.50	\$0.00
1473586	<i>CogAT, Form 7, Level 12 (pkg. 25 with 1 Directions)</i>		\$127.07	\$0.00
1473585	<i>CogAT, Form 7, Level 12 (pkg. 5 with 1 Directions)</i>		\$28.05	\$0.00
1698348	<i>Iowa, Forms EFG, Level 12 Answer folders with CogAT (pkg. 15)</i>		\$0.00	\$0.00
1698349	<i>Iowa, Forms EFG, Level 12 Answer folders with CogAT (pkg. 50)</i>		\$0.00	\$0.00
GRADE 7				
1473693	<i>Iowa, Form E, Level 13 Complete Battery (pkg. 25 with Directions)</i>		\$192.10	\$0.00
1473692	<i>Iowa, Form E, Level 13 Complete Battery (pkg. 5 with Directions)</i>		\$42.50	\$0.00
1473588	<i>CogAT, Form 7, Level 13/14 (pkg. 25 with 1 Directions)</i>		\$127.07	\$0.00
1473587	<i>CogAT, Form 7, Level 13/14 (pkg. 5 with 1 Directions)</i>		\$28.05	\$0.00
1698353	<i>Iowa, Forms EFG, Level 13 Answer folders with CogAT (pkg. 15)</i>		\$0.00	\$0.00
1698354	<i>Iowa, Forms EFG, Level 13 Answer folders with CogAT (pkg. 50)</i>		\$0.00	\$0.00
GRADE 8				
1473695	<i>Iowa, Form E, Level 14 Complete Battery (pkg. 25 with Directions)</i>		\$192.10	\$0.00
1473694	<i>Iowa, Form E, Level 14 Complete Battery (pkg. 5 with Directions)</i>		\$42.50	\$0.00
1473588	<i>CogAT, Form 7, Level 13/14 (pkg. 25 with 1 Directions)</i>		\$127.07	\$0.00
1473587	<i>CogAT, Form 7, Level 13/14 (pkg. 5 with 1 Directions)</i>		\$28.05	\$0.00
1698358	<i>Iowa, Forms EFG, Level 14 Answer folders with CogAT (pkg. 15)</i>		\$0.00	\$0.00
1698359	<i>Iowa, Forms EFG, Level 14 Answer folders with CogAT (pkg. 50)</i>		\$0.00	\$0.00
IOWA PRACTICE TESTS GRADES 6-8				
1698381	<i>Iowa, Forms EFG, Levels 12-14 Practice Test (pkg. 25 w/Directions)</i>		\$34.85	\$0.00
GRADE 9				
1475537	<i>Iowa, Form E, Level 15 Complete Battery (pkg. 25 with Directions)</i>		\$192.10	\$0.00
1475510	<i>Iowa, Form E, Level 15 Complete Battery (pkg. 5 with Directions)</i>		\$42.50	\$0.00
1473590	<i>CogAT, Form 7, Level 15/16 (pkg. 25 with 1 Directions)</i>		\$127.07	\$0.00
1473589	<i>CogAT, Form 7, Level 15/16 (pkg. 5 with 1 Directions)</i>		\$28.05	\$0.00
1475418	<i>Iowa, Forms EF, Level 15 Answer folders with CogAT (pkg. 15)</i>		\$0.00	\$0.00
1475419	<i>Iowa, Forms EF, Level 15 Answer folders with CogAT (pkg. 50)</i>		\$0.00	\$0.00
GRADE 10				
1475540	<i>Iowa, Form E, Level 16 Complete Battery (pkg. 25 with Directions)</i>		\$192.10	\$0.00
1475539	<i>Iowa, Form E, Level 16 Complete Battery (pkg. 5 with Directions)</i>		\$42.50	\$0.00
1473590	<i>CogAT, Form 7, Level 15/16 (pkg. 25 with 1 Directions)</i>		\$127.07	\$0.00
1473589	<i>CogAT, Form 7, Level 15/16 (pkg. 5 with 1 Directions)</i>		\$28.05	\$0.00
1475421	<i>Iowa, Forms EF, Level 16 Answer folders with CogAT (pkg. 15)</i>		\$0.00	\$0.00
1475463	<i>Iowa, Forms EF, Level 16 Answer folders with CogAT (pkg. 50)</i>		\$0.00	\$0.00
GRADES 11 & 12				
1475543	<i>Iowa, Form E, Level 17/18 Complete Battery (pkg. 25 with Directions)</i>		\$192.10	\$0.00
1475542	<i>Iowa, Form E, Level 17/18 Complete Battery (pkg. 5 with Directions)</i>		\$42.50	\$0.00
1473592	<i>CogAT, Form 7, Level 17/18 (pkg. 25 with 1 Directions)</i>		\$127.07	\$0.00
1473591	<i>CogAT, Form 7, Level 17/18 (pkg. 5 with 1 Directions)</i>		\$28.05	\$0.00
1475465	<i>Iowa, Forms EF, Level 17/18 Answer folders with CogAT (pkg. 15)</i>		\$0.00	\$0.00
1475466	<i>Iowa, Forms EF, Level 17/18 Answer folders with CogAT (pkg. 50)</i>		\$0.00	\$0.00
IOWA PRACTICE TESTS GRADES 9-12				
1487710	<i>Iowa, Forms EF, Levels 15-17/18 Practice Test (pkg. 25 w/Directions)</i>		\$34.85	\$0.00

Code Number	Description	Quantity	School Price	Total Price
	IOWA DIRECTIONS FOR ADMINISTRATION (PDFs also available in DataManager Admin)			
1485032	<i>Iowa</i> , Form E, Level 5/6 Complete Battery <i>Directions</i>		\$24.14	\$0.00
1485113	<i>Iowa</i> , Form E, Level 7 Complete Battery <i>Directions</i>		\$24.14	\$0.00
1563876	<i>Iowa</i> , Forms EF, Levels 9-14 <i>Directions</i>		\$24.14	\$0.00
1563877	<i>Iowa</i> , Forms EF, Levels 15-17/18 <i>Directions</i>		\$24.14	\$0.00
	CogAT DIRECTIONS FOR ADMINISTRATION (PDFs also available in DataManager Admin)			
1482727	<i>CogAT</i> , Form 7, Level 5/6 <i>Directions</i>		\$23.59	\$0.00
1482732	<i>CogAT</i> , Form 7, Level 7 <i>Directions</i>		\$23.59	\$0.00
1482731	<i>CogAT</i> , Form 7, Level 8 <i>Directions</i>		\$23.59	\$0.00
1482734	<i>CogAT</i> , Form 7, Level 9 <i>Directions</i>		\$23.59	\$0.00
1482737	<i>CogAT</i> , Form 7, Levels 10-17/18 <i>Directions</i>		\$23.59	\$0.00
	IDENTIFICATION SHEETS			
968191	Grade/Class Identification Sheets (blue)		\$0.00	\$0.00
			Subtotal	\$0.00
			10% S/H (min. \$10.00)	\$0.00
			Total:	\$0.00

Save on your computer as SDA19. Fill in the appropriate shaded sections and save.

Return as e-mail attachment to:

specialaccounts@hnhco.com

CogAT practice activities will be accessed in the DataManager Digital Resources.

Materials listed as \$0.00 are the consumable materials included in your per-student pricing. All other material is listed at 15% off current prices per your contract.

A Large Print material order form is available upon request.

Using a Large Print test booklet is an accommodation.

Please make sure proper documentation is on file for students using Large Print test booklets.

SEVENTH-DAY ADVENTIST FALL 2019 TESTING PROGRAM

Dear Test Coordinator:

The North American Division of Seventh-Day Adventists will again use the *Iowa Assessments*™ Form E, and the *Cognitive Abilities Test*™ (CogAT®), Form 7, for fall 2019.

Testing Dates:	September 16 – October 4, 2019
Test Date to use on ID sheets:	September 25, 2019
Schools ship to Conference:	October 11, 2019
Conference ship to Riverside:	October 18, 2019

Required Testing:

Grade 3	<i>Iowa</i> , Level 9, Form E, Complete Battery
Grade 4	<i>Iowa</i> , Level 10, Form E, Complete Battery <i>CogAT</i> Level 10, Form 7
Grade 5	<i>Iowa</i> , Level 11, Form E, Complete Battery
Grade 6	<i>Iowa</i> , Level 12, Form E, Complete Battery
Grade 7	<i>Iowa</i> , Level 13, Form E, Complete Battery <i>CogAT</i> Level 13/14, Form 7
Grade 8	<i>Iowa</i> , Level 14, Form E, Complete Battery
Grade 9	<i>Iowa</i> , Level 15, Form E, Complete Battery <i>CogAT</i> * Level 15/16, Form 7
Grade 10	<i>Iowa</i> , Level 16, Form E, Complete Battery <i>CogAT</i> * Level 15/16, Form 7
Grade 11	<i>CogAT</i> * Level 17/18, Form 7

*Required for schools participating in DecisionGenesis

In order to preserve natural resources, the material order form is being sent electronically to your conference. Materials for required testing are marked in **bold** print on the order form. For your convenience this order form also lists optional testing materials for *Iowa* and *CogAT*. A large print order form is available upon request.

Materials marked as \$0.00 on the order form are the consumable materials included in your per-student testing prices. All other materials are listed at 15% off current catalog prices.

To order, first save a copy of the order form as: SDA2019. Then complete the appropriate shaded sections beginning with your Union and Conference information. You only need to enter the numeric quantity of the items you are ordering, the form will do the calculations. Once the order form is complete, be sure to save it again.

Orders must be submitted by each Conference for fall testing. Test materials will arrive at the conference office 7 to 10 business days after the order is placed with Riverside Insights. Orders should be received at Riverside Insights on or before **July 12, 2019**.

Return your completed order:

By e-mail: specialaccounts@hnhco.com

Or by fax: 877.399.2547 attn: Naomi Gaul-Treanor

Material and Scoring Per Pupil Pricing

Material and scoring prices for grades 3-12 will be per student as listed in the following chart:

Grades	2019 Contract Pricing
Grades 3, 5, 6, and 8 (<i>Iowa</i> only)	\$12.00 per student
Grades 4 and 7 (<i>Iowa</i> and <i>CogAT</i>)	\$14.75 per student
Grades 9 – 12 (<i>Iowa</i> only)	\$12.00 per student

- Optional achievement/ability testing for grades 3, 5, 6, 8, 9, 10, 11, and 12 priced the same as grades 4 and 7.
- Optional Kindergarten – 2nd grade are 15% of current catalog price for materials and scoring.

The per student prices above include the following:

- Consumable Testing Materials
- Pre-identification barcode labels
- List Report with class, building, and system summaries
- Student Score Label (*Iowa*)
- Student Score Label (*CogAT*) – only in grades *CogAT* was administered
- Student Profile Narrative Report (with optional *CogAT* scores)
- DataManager – web reporting

Each package of test booklets includes one *Directions for Administration*. Additional *Directions* are also available in digital format and are accessed in DataManager. *CogAT* practice activities will be accessed in the DataManager Digital Resources.

Information on ordering barcode labels will be provided in August and scoring services information will be sent to each conference in late August.

Riverside Insights looks forward to working with the Seventh-Day Adventist conferences. If you have questions or concerns, please do not hesitate to call.

Sincerely,

Naomi Gaul-Treanor
Senior Project Coordinator
Riverside Insights
800.323.9540, ext. 22481
naomi.gaul-treanor@riversideinsights.com

Martha Ryan
Project Coordinator
Riverside Insights
800.323.9540, ext. 22372
martha.ryan@riversideinsights.com

Michele Baker
Senior Director/Regional General Manager, East Region
Riverside Insights
850.212.7945
Michele.baker@riversideinsights.com

Bill McCauslen
Regional VP, West Region
Riverside Insights
512.426.0092
bill.mccauslen@riversideinsights.com



Instructions for Progress Reports

Progress reports are required of most NAD Adventist schools each year. Below is a chart showing who needs to complete the Progress Report, and what needs to be included. A General Information form can be found on the NAD website, <http://nadeducation.org/dynamic/files/416.pdf>

Type of term	General Information Page	Major Recommendations	Subject and Standards Recommendations	How Often
Six Clear (6 Clear)	√	√		In the third year
Interim Review (6-IR)	√	√	√	Every year
Revisit (PR-2 or PR-3)	√	√	√	Every year
Probation	√	√	√	Probation is only one year

Sample format:

Major Recommendation #2: That the board and administration develop and implement a formal, written marketing plan.

School Response: The school board, on January 23, 2007, has voted a formalized marketing plan that sets monthly goals for the recruitment and retention of XYZ Academy students. This plan must go to the finance committee on March 14, 2007 for the funding. A copy of the plan is attached.

Recommendation #6: That the board and administration vent the chemical storage room to the outside of the building.

Schools Response: The room was vented using a power vent system on January 23, 2007.

Recommendation #6: That the constituency, board and administration develop a long-range strategic plan to recruit more of the available Adventist children in the constituent churches.

School Response: This is an issue that the board has discussed and has some recommendations for the constituency which meets April 4, 2007. The final decisions will come from the constituency, so there is no definitive action on this recommendation