

When placing an order in PearsonAccess<sup>next</sup> for paper materials, an order for return labels will also be needed. Both a UPS label and Pearson non-scorable label will be needed.

**Edit Materials Order** Save Cancel

Q Find Materials Filters (clear)

Description  Item #  Subject...  Return Materials  Grade...

2 Results show all items show ordered items Displaying 25

Amount	Description	Item #	Subject	Type	Grade
<input type="text" value="0"/>	UPS NON SCORABLE RETURN LABEL	DE00000586	Science & Social Studies	Return Materials	11,4,5,7,8.Biology
<input type="text" value="0"/>	PEARSON NON SCORABLE RETURN LABEL	DE00000568	Science & Social Studies	Return Materials	11,4,5,7,8.Biology

Save Cancel

When testing has completed, place secure paper testing materials into the same box that the materials were received in and place both labels on the outside of the box.

A pick-up will need to be scheduled with UPS to have the material returned to Pearson. Instructions for scheduling a pick-up with UPS are below:

### Scheduling a Pick-Up with UPS

- Call UPS at (800) 823-7459 to schedule all pick-ups –Ground
- Provide UPS with the following information:
  - Tell the UPS representative you are calling in a pick-up request for **Pearson Education**, and will be using their **“Return Service.”**
  - Provide UPS with following information:
    - Tracking Number from the return label.
    - The physical location where packages are to be picked up from.
    - Estimated number of packages that will be available for pick-up.
- Pick-ups should be scheduled 24-48 hours in advance. There can be time constraints for specific pick-ups based on their location. The UPS Representative will let you know if the pick-up can’t be made as requested.
- Once the pick-up is confirmed, the school/district will receive a confirmation number from UPS that they can reference if needed in the future if questions or changes arise.