



# Return & Destruction of Test Materials HSPT® Lease/Score Program

# HSPT®

## NOTICE *Please follow these steps to ensure the proper accounting and security of your testing materials.*

The High School Placement Test (HSPT®) Lease/Score Program requires *secure* destruction of all *used* test booklets. After all testing is completed, please confirm:

- 1 *Completed* answer sheets have been sent to the **STS Scoring Center** for processing:  
Scholastic Testing Service, Inc.  
4320 Green Ash Drive  
Earth City, MO 63045
- 2 *Unused* test booklets, directions manuals, and answer sheets have been returned to the **STS Bensenville, IL** office:  
Scholastic Testing Service, Inc.  
480 Meyer Road  
Bensenville, IL 60106-1617
- 3 *Used* test booklets and directions manuals have been *securely* destroyed. Provide the following details:

### HSPT® Test Books

Number of *unused* test booklets returned

Number of *used* test booklets destroyed

Total: \_\_\_\_\_

### HSPT® Manuals

Number of *unused* manuals returned

Number of *used* manuals destroyed

Total: \_\_\_\_\_

### HSPT® Answer Sheets

Number of *unused* answer sheets returned

Number of *used* answer sheets sent for scoring

Total: \_\_\_\_\_

- 4 Enclose this completed form with the return of your *unused* materials. If *all* of your test materials were used and destroyed **SECURELY** (i.e. shredding or incineration), please complete this form and fax it to **866.766.8054**. Contact us at **800.642.6787** or [sts@ststesting.com](mailto:sts@ststesting.com) with any questions about this request.

Please provide the following information

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Assessment Coordinator: \_\_\_\_\_  
(signature) (print name)

Date: \_\_\_\_\_ Email address: \_\_\_\_\_

### FOR STS OFFICE USE ONLY

Date Received: \_\_\_\_\_

No. of Test Booklets: \_\_\_\_\_

No. of Directions Manuals: \_\_\_\_\_

No. Answer Sheets: \_\_\_\_\_