

Riverside Insights Barcode Form

Gates MacGinitie Reading Tests® Fourth Edition

Barcode Service Only
Barcode Run No.:

Please complete this form (sections 1–4) and make a copy of it for your records. You can post the form and data file to the Riverside SFTP site at <https://rpcftp.rpclearning.com>.

1 Test Coordinator	2 Regular Barcode Service:
Phone #: () Fax#: ()	<p>Customer-Applied Labels</p> <input type="checkbox"/> Building/Grade (alphabetical order) <input type="checkbox"/> Building/Grade/Class (alphabetical order)
IT/Technical Contact	
Phone #: () Fax#: ()	
School System Name	
<i>(Only valid street addresses can be used. No P.O. boxes, please.)</i> SEND TO Address	
City State Zip	
Test Date	
Purchase Order Number	

Section 3 below contains a list of demographic fields followed by a column which indicates whether Riverside should expect this field to be included in your data. Please check column A for each field containing data in your student data file.

Section 4 below is to indicate which grades will be testing and how many students from each grade are included in your student data file.

3	Field	A. Check if taken from data file
	Taken from EITHER data file OR documents, NOT BOTH	
1	Student's Last Name	<input type="checkbox"/>
2	Student's First Name	<input type="checkbox"/>
3	Gender	<input type="checkbox"/>
4	Date of Birth	<input type="checkbox"/>
5	Other Information: Group	<input type="checkbox"/>
6	Other Information: Field 2	<input type="checkbox"/>
7	Other Information: Field 3	<input type="checkbox"/>
8	Other Information: Field 4	<input type="checkbox"/>
9	Student ID Number	<input type="checkbox"/>
10	Ethnicity	<input type="checkbox"/>
17	Other Group: Free/Reduced Lunch	<input type="checkbox"/>
18	Other Group: Limited English	<input type="checkbox"/>
19	Other Group: Migrant Student	<input type="checkbox"/>
20	Other Group: Sec 504	<input type="checkbox"/>
21	Other Group: Special Education	<input type="checkbox"/>
22	Other Group: Title I	<input type="checkbox"/>
27	Office Use: W	<input type="checkbox"/>
28	Office Use: X	<input type="checkbox"/>
29	Office Use: Y	<input type="checkbox"/>
30	Office Use: Z	<input type="checkbox"/>
32	Form (S or T)	<input type="checkbox"/>

4	A. Check grades included on data file	B. Enter enrollment on data file for each grade
K	<input type="checkbox"/>	
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	
12	<input type="checkbox"/>	

FOURTH EDITION



SUBMIT THE BARCODE ORDER:

Please complete the Barcode Form electronically and post the form and data file to the Riverside SFTP site at <https://rpcftp.rpclearning.com>.

Contact Riverside Customer Service at inquiry@riversideinsights.com if you do not yet have a username and password to the SFTP site.

For all other questions regarding barcode labels, contact Data Integration Barcode Administration at barcode@riversideinsights.com.