



# Ohio High School Alternative Assessment *Iowa Assessments*™ Form E Online Order Form

**Before submitting your order form to Customer Service, check the following:**

- ☐ Did you complete all the sections?
- ☐ Is the correct Account Holder identified on the order form? This is the main person who is responsible for your *DataManager* account.
- ☐ Is the Account Holder identified on the order form the main person who will be responsible for implementing *Iowa Assessments* Form E Online? This person will receive the initial email for account activation and set-up.

**If you are new to DataManager and/or online testing:**

- ☐ Be sure to visit **[datamanagerinfo.com](http://datamanagerinfo.com)** for our latest system requirements, links to important tools to assist you with preparing data files, and guides and checklists to help ensure your system is ready for online test administration.

**If you are a new customer:**

- ☐ Have you completed the “**Riverside Training Academy (K-12)**” order form? In uncertain times, we are adapting to your new normal by creating more flexible training opportunities through the NEW! Riverside Training Academy (RTA).

## 2022-2023 Ohio High School Alternative Assessment *Iowa Assessments*<sup>™</sup> Form E Online Order Form

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### PAYMENT INFORMATION

Please enclose a valid purchase order or check  
**payable to "Riverside Insights"**  
with all orders. If payment via credit card, mark the box below.

- ☐ Purchase Order enclosed. Number \_\_\_\_\_
- ☐ Check enclosed. Number \_\_\_\_\_
- ☐ Credit Card payment. **NOTE: An email with payment link for credit card purchases will be sent to the email provided in the "Charge to:" section.**

### Charge to: (See note above)

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Billing Address \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

### Ship to: (if different from billing address)

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Shipping Address \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

### REQUIRED INFORMATION (YOUR ORDER WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.)

#### Please describe yourself:

- ☐ System/District ☐ Diocese/Archdiocese
- ☐ Building/School CHECK ONE: ☐ Public School ☐ Catholic School ☐ Private School

Anticipated Testing Date: \_\_\_\_\_

#### Reporting options:

Web Reports ONLY.

Paper Reports are available; for an additional fee they may be ordered separately.

#### Administration Mode:

*Iowa Assessments* are available in additional test administration types (i.e. Paper/Pencil). Please see appropriate order form on our website or contact your Assessment Consultant.

#### System Requirements:

- Do the workstations that will be used for online testing meet the DataManager minimum system requirements? See <https://www.riversideinsights.com/solutions/data-manager> for a copy of the revised system requirements or ask your Assessment Consultant.  
☐ Yes ☐ No
- Have you run the DataManager online system checker successfully on each workstation that will be used for online testing? (The System Check is accessed from the following URL: <http://dmsystemcheck.programworkshop.com>)  
☐ Yes ☐ No

### Account Holder: (Please list the primary contact who will be the test administrator owner and DataManager Account Holder.) Note: this person is the primary test and IT contact and implementation manager.

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address\* \_\_\_\_\_  
(\*REQUIRED)

### Data Contact: (if different from Account Holder)

Note: this person will be responsible for providing school system data files to Riverside Insights.

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address\* \_\_\_\_\_  
(\*REQUIRED)

Prices are valid until June 30, 2023 and are subject to change without notice.

[riversideinsights.com](https://www.riversideinsights.com)


2022-2023 Ohio High School Alternative Assessment *Iowa Assessments*™ Form E Online Order Form, Continued

Item	Code #	# of Students	\$ per Student	Total Price
<b>Iowa Assessments Online, Form E Complete:</b>				
<b>Price per level per student, per administration</b>				
Iowa Assessments Form E Complete L15–17/18 – Online	1525789	_____	\$15.05	_____
<b>Optional</b>				
Student Score Labels	1496934	_____	\$1.45/per student	_____
<b>Subtotal</b>				_____
<b>State Sales Tax</b>				_____

**TRAINING REQUIREMENT:**

Training is required for new/first time purchases of DataManager. Training will target assessment products purchased. To explore training options for this assessment, please consult the separate K–12 Training order form or contact your local Assessment Consultant or Riverside Customer Service.

**How to Place Your Order:**

Via our website: <https://riversideinsights.com/order>

Via email: [orders@service.riversideinsights.com](mailto:orders@service.riversideinsights.com)

For more information, including our W-9 form, please visit our “How Can We Help” support page on our website at [https://info.riversideinsights.com/contact\\_us](https://info.riversideinsights.com/contact_us).

Product Order Subtotal \_\_\_\_\_

State Sales Tax \_\_\_\_\_

Order Total \_\_\_\_\_

**Do you have any questions?**  
**Contact your Assessment Consultant or Customer Service.**

Ed Hulefeld / [edward.hulefeld@riversideinsights.com](mailto:edward.hulefeld@riversideinsights.com)  
[specialaccounts@service.riversideinsights.com](mailto:specialaccounts@service.riversideinsights.com)

Prices are valid until June 30, 2023 and are subject to change without notice.

All orders will be filled at prices in effect upon receipt of your order.

To obtain the most up to date pricing, please visit us online at [www.riversideinsights.com](http://www.riversideinsights.com).

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