

Verify Contact Information & Shipping Address

Viewing Your Contact and Shipping Information in PearsonAccess^{next}

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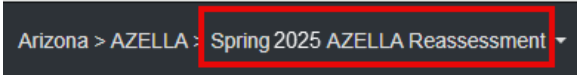
6 steps

AZELLA District Test Coordinators need to verify their contact information and district’s shipping address for receiving test materials and reports. Shipping addresses that were changed for the AZELLA Placement administration do not transfer to the Spring Reassessment administration.

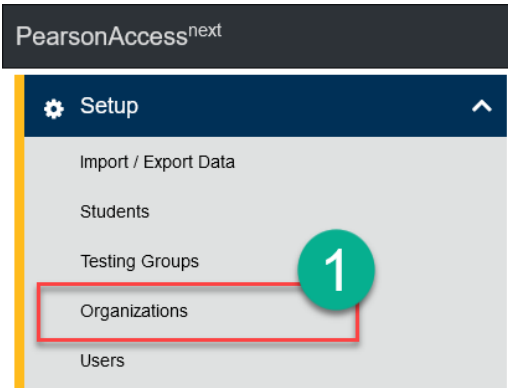
Report any missing information including schools and private schools that will be participating with the Spring AZELLA Reassessment Test to ADE’s AZELLA Team by emailing AZELLA@azed.gov with the pertinent information. Schools must be identified by their legal names and entity ID numbers.

AZELLA District Test Coordinators with more than one district must verify contact information and the shipping address for each of their districts. When assigned to more than one district, the steps below must be followed for each district.

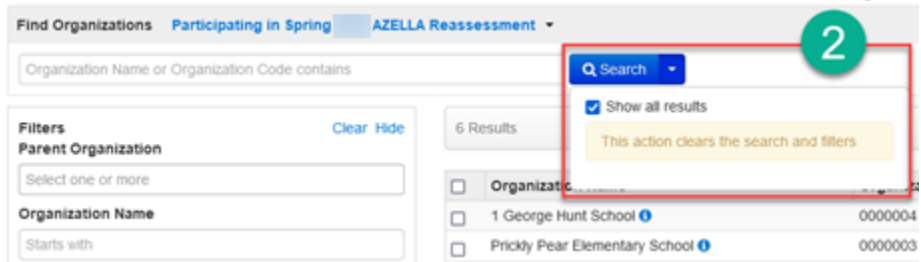
To verify your contact information and the district’s shipping address for **AZELLA Spring 2025 Reassessment** in PearsonAccess^{next}:



1. Go to the **SETUP** section and use the **Select an action** drop-down menu to select **Organizations**.



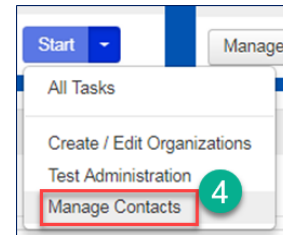
2. On the Organizations screen, click the Search drop-down and place a check in the **Show all results** checkbox.



3. Place a check in the checkbox by the district name.

<input type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	School Type
<input type="checkbox"/>	1 George Hunt School ⓘ	000004	School	Tumbleweed Unified District(999999)	State Funded
<input checked="" type="checkbox"/>	Tumbleweed Unified District ⓘ	999999	District	Arizona Dept of Education(az)	

- From the **Start** drop-down menu, select **Manage Contacts**.



- On the **Manage Contacts** tab, verify that the AZELLA District Test Coordinator’s name, contact address (district’s shipping address), phone number, and email are correct. Test materials and reports may not be sent to P.O. boxes, personal addresses, or businesses other than school districts or charters.

When corrections are needed, please contact the AZELLA State Test Coordinator at azella@azed.gov and provide ADE’s AZELLA Team with the correct information. You do **not** need to communicate with ADE when the information is correct.

The **Contact Address** is the address where the test materials and reports will be delivered.

CONTACT DETAILS

AZELLA District Test Coordinator 5

<p>Contact Name*</p> <input type="text" value="Brenda Vanderwerp"/>	<p>Contact Address Line 1*</p> <input type="text" value="1535 West Jefferson Street Bin 6"/>
<p>Contact Title</p> <input type="text" value="AZELLA Test Coordinator"/>	<p>Contact Address Line 2</p> <input type="text" value="Required if necessary for delivery"/>
<p>Contact Phone (main)*</p> <input type="text" value="6025425233"/>	<p>Contact City*</p> <input type="text" value="Phoenix"/>
<p>Contact Phone (extension)</p> <input type="text"/>	<p>Contact State*</p> <input type="text" value="AZ"/>
<p>Contact Email*</p> <input type="text" value="azella@azed.gov"/>	<p>Contact Zip Code*</p> <input type="text" value="85007"/>

When changing this email address, ensure you change the Work Request Email on the Create/Edit Organization task page.

* Required

- Exit the **Tasks for Organizations** screen by clicking the **Exit Tasks** button.

