

## **Stanford 10 Instructions for Preparing and Shipping Homeschool Student Tests**

Schools that are testing homeschool students must follow specific instructions so that documentation of homeschool tests will be accurate. The person in charge of the testing program for your school is responsible to ensure that testing and documentation is completed as instructed and should first read the Stanford 10 “Instructions for Preparing and Shipping Machine-Scorable Documents for Scoring and Reporting.” If you have any questions, please email [strdtestinfo@aceministries.com](mailto:strdtestinfo@aceministries.com) or call 1-800-925-7777, press “0” for the operator, and ask for Extension 2362.

The two types of homeschool students are handled separately. The first group is **Retail Homeschool**, and the second is **Lighthouse Christian Academy (LCA)**.

### **Retail Homeschool**

A Retail Homeschool student is any homeschool student that is not enrolled with LCA. The Retail Homeschool student can be a child who is a member of your church or a child in the community who may or may not use A.C.E. curriculum entirely or partially. This student’s Answer Document(s) will be sent in for scoring under your school name but will be excluded from your school’s results. The Answer Documents will be returned to you after scoring, and you will then disperse the test results to the parents of any Retail Homeschool students.

### **Excluding Retail Homeschool Students from Your School Norm**

To exclude a student, complete a separate SSID sheet for each grade level affected. Fill out each section the same way as the non-excluded students; however, in *For Scoring Center Use*, grid “0” under the first column of that box. **Remember** to circle “YES” in the Excluded Students box at the bottom right-hand corner of the SPOSS (Special Program Order for Scoring Services).

### **Lighthouse Christian Academy (LCA)**

Lighthouse Christian Academy is treated as a separate school, and the Answer Documents for students enrolled with LCA should be mailed directly to the A.C.E. office in Lewisville, Texas. A.C.E. will fill out the SPOSS and SSIDs. The Student Roster must be sent in with the LCA student’s Answer Documents in order for your school to receive a credit of \$30 per LCA student tested. This credit will be applied on your next school purchase with A.C.E. The Answer Documents will be scored, and test results will be returned directly to the parents.

Please send all LCA Answer Documents and the Student Roster form to:

#### **Post Office**

Accelerated Christian Education  
Attn: Stanford Test Coordinator  
P.O. Box 299000  
Lewisville, TX 75029-9000

OR

#### **UPS**

Accelerated Christian Education  
Attn: Stanford Test Coordinator  
2600 ACE Lane  
Lewisville, TX 75067

**Check the Student Roster to be sure the following information is complete:**

- A.C.E. school account number
- Date testing began
- Official school name (as shown on all A.C.E. mailing labels)
- School address
- School administrator's signature
- Student name and LCA account number

The LCA account number is crucial. Without this number, your school will not receive credit. LCA account numbers start with "40" followed by five more digits. Missionary families who are on furlough will also test their children as LCA students. Their account numbers start with "30" followed by five more digits. If the account number starts with any other number, the student is not enrolled with LCA.