

A cover sheet **MUST** be completed when returning your IFG surveys for processing.

## ***NCEA IFG Assessment Return Cover Sheet***

**Instructions:** Place this sheet on top of your NCEA IFG answer sheets when returning them for processing. A header sheet is to be completed for each group you are surveying. Please make sure the header is on top of the answer sheets.

Diocese Name: \_\_\_\_\_

Mail Group Summary to:(Individual reports will be mailed to participants home address)

School/Parish Name: \_\_\_\_\_

\*\*\*\*E-mail Address: \_\_\_\_\_ \*\*\*\*

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address (NO PO BOXES) \_\_\_\_\_

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

**RECEIVING YOUR RESULTS:** Reports are now automatically sent via email. You may choose to receive hard copies of your reports for an additional fee. To have reports printed & shipped, please indicate so below. **The cost of printing is \$10.00 for the 1<sup>st</sup> report and \$5.00 for each additional report.**

Electronic Reports (*Free*) \_\_\_\_\_ (Be sure to include a valid email address above)

**OR** (cannot have both)

I would like my reports printed (**Additional fee**) \_\_\_\_\_

### **Double Check:**

- Participants have correctly bubbled their name and address on the answer sheet.
- The header sheet is completed, **front and back**, and all information is bubbled **IN PENCIL**.
- Package is being sent in a sturdy envelope/box via a traceable shipping service, i.e. USPS certified return receipt requested, UPS, Federal Express, etc.
- Return this cover sheet, headers and answer sheets to:

**Computerized Assessments and Learning, LLC**  
**Attn: NCEA IFG MATERIALS**  
**1202 East 23<sup>rd</sup> Street, Suite D**  
**Lawrence, KS 66046**