

**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: \_\_\_\_\_

**ELECTRONIC REPORTING:** Reports are now automatically sent electronically. You may opt out of electronic reporting. To have reports printed & shipped to you, please indicate below. The cost of printing reports is \$10.00 for the 1<sup>st</sup> report and \$5.00 for each additional report. (1st group report, \$10.00. Each additional group report, \$5.00 each. Individual Student Reports (if requested, see below) \$5.00 for each group.)

Electronic Reports \_\_\_\_\_ I would like my reports printed \_\_\_\_\_ How many reports? \_\_\_\_\_  
(Be sure to include a valid email address above)

**Double Check:**

- Participants have correctly bubbled their name and address on the answer sheet.
- The header sheet is completed and all information is bubbled.
- 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 B  
Lawrence, KS 66046**