

## CHECK LIST FOR TEACHERS

- Distribute survey forms on October 2, 2019 to all students on your class roster along with the Parent Survey Letter.
- Set a return date of October 11, 2019.
- Check off each student's name on your roster list as they turn in the survey form. Keep this list until all forms have been collected.
- Turn in the survey forms daily to the office.
- Continue to remind students daily to return the forms – ask for blank forms as needed.
- Provide Incentives for returned forms – individual and whole class.
- As the forms are returned - please check all survey forms for the following information:
  - The name and full address, including City, State and Zip Code of student must appear on the form.
  - Employment Information for both Civilians and Uniformed Services must have complete information. For Uniformed Services that are on active duty at the time of the survey date must include name, branch of service, and their rank.
  - Signature of parent or guardian and date the survey form was signed. If the signature and/or date are missing, please return to student and ask them to have their parent sign and date the form.
- Please ask students not to damage the forms.
- Be prepared to answer parent questions and concerns – the importance of schools receiving Federal Aid to offset lost Property Taxes for Federally owned properties and that the information will not be used for any other purposes.
- If there are further questions and concerns refer them to Office Staff and/or Administration.
- For parents that refuse to submit a form please ask them to write their wishes on the form so it can be noted and further collection attempts will not occur.