

COORDINATOR INFORMATION

ADMINISTRATION WEEK: PLUS ONE WEEK

STEP 11. RETURNING MATERIALS TO NCPE:

All used and unused materials need to be returned to NCPE at the beginning of the second week after administration. Surveys turned in late must be sent to NCPE, they will be included in your analysis provided the data already returned has not already been analyzed. If the data arrives too late, it will be stored to assure the participants confidentiality.

- **P**ack the SALT Survey materials flat and securely in boxes.
- **M**ake sure the materials do not move around (loose materials will move about in shipment and the box is more likely to split or break). If you are unable to find the right size box, stuff any spaces with paper.
- **C**omplete the return label(s) provided in your colored folder and tape one to each box.
- **C**all NCPE at 401-277-5045 to arrange for pick-up of your materials.

Have the following information ready:

- 1). The number of boxes.
- 2). The location of the boxes at your school.

Please inform us of any up-coming vacation times when your school might be closed.

ITEM	CHECK
Returned Parent Refusal Forms	
Administrator(s) Survey(s) and Consent(s)	
Staff Surveys and Consents (bundled in their envelopes)	
Student Survey Booklets (bundled and rubber banded)	
TSRS Questionnaires (bundled and rubber banded - no names)	
Parent Surveys (bundled in their envelopes)	
All unused surveys (bundled and marked "unused"), and any other materials	

THANK YOU FOR YOUR DILIGENCE AND HARD WORK!

