Delaware School Climate Survey 2017-2018
Return Checklist

All surveys should be returned to the Center for Disabilities Studies at the University of Delaware where the data will be entered and analyzed. You may return the surveys via the state mail system, through your district DE-PBS coaches (if you have coaches), or drop off to the UD CDS office. The deadline for returning surveys is **February 23**, **2018**, meaning materials must be placed in the mail by this date. Attached are two CDS labels for you to use when returning your materials. Please **LABEL** your box(es) _#_ of _#_ (e.g., Box 1 of 2) so it is clear how many you are sending. When returning multiple packages, we encourage you to label each as well as to tape them together.

If you need to use additional packages to return materials, the mailing address is:

Center for Disabilities Studies
University of Delaware
Attn: DE School Climate Survey
461 Wyoming Road
Newark, DE 19716
STATE MAIL N420

To clearly identify your materials, please return this checklist with your materials.

School Name: _____

District: _____

Please check student & home options that apply to your school.

_____ STUDENT Version Surveys completed by paper/scantron.
Or,
_____ STUDENT Version Surveys completed online.
Or,
_____ STUDENTS did not participate.

_____ HOME Version Surveys completed by paper/scantron. *These should be returned in the envelopes provided and kept sealed to maintain confidentiality.*
Or,
_____ HOME Version Surveys were completed online.
Or,
_____ HOME surveys not completed.

_____Label return boxes _#_ of _#_ (e.g., Box 1 of 2) & Attach together if possible.

Remember: Materials must be returned by 2/23/18.