



## Instructions for Administering Paper Surveys

- Download and print the required number of paper survey questionnaires and answer sheets.**  
**Note:** Each downloaded zip file contains surveys that are school specific. Be sure to confirm that the school name, survey type, and survey code at the top of each questionnaire and answer sheet match prior to administration.  
**Note:** The four black squares in the corners of the survey answer sheet are critical for the scanning process. Be sure that all four squares appear clearly on the page after printing.
- Administer the surveys**  
**Note:** Do not staple the survey questionnaire and answer sheet. Staple holes will hinder the scanning process.
- Collect the completed questionnaires and answer sheets**  
**Note:** Open-ended responses are provided on the questionnaire not the answer sheet so it is important to collect both.  
**Note:** **Retain the questionnaires as they contain your open-ended responses. Open-ended responses will NOT be scanned.**
- Ship the completed answer sheets to the address below**  
**Note:** Consolidate all surveys into a single shipment sorted by survey type (e.g., parent, student, staff, etc.)

AdvancED  
P.O. Box 360795  
Milpitas, CA 95036-0795

**FedEx / UPS / DHL / Aramex / Other Shipments**  
AdvancED c/o ABBYUSA-DIGITAL DOCUMENTS  
880 N. McCarthy Blvd Ste 220  
Milpitas, CA 95035-9907

### Survey Results

Scanned paper survey results will be accessible in ASSIST within 20 business days of receipt of your shipment. If both web and paper surveys are administered, results will be combined into a single set of reports.

### Paper Survey Cost

There is no cost to print, administer or receive reports for paper surveys. The only cost incurred is for shipping the answer sheets for scanning.

**Note: Schools/Systems will be invoiced for additional work required to scan your surveys due to a failure to follow these instructions.**

For questions or assistance, please contact AdvancED Customer Service at 888.413.3669 ext.5720 or +1-678-392-2285 ext. 5720 or [contactus@advanc-ed.org](mailto:contactus@advanc-ed.org)



***Please follow these directions to avoid additional charges!***

**1. Include a signed copy of this checklist with your shipment of survey answer sheets.**

**2. Please ensure your shipment adheres to the following requirements:**

- Answer sheets are sorted by type (e.g. all staff surveys together)
- All staples have been removed from answer sheets
- All torn or damaged answer sheets have been replaced with a photocopy
- Answer sheets are not folded
- All questionnaires with open-ended responses have been REMOVED from this shipment and retained by the school/district
- All four black boxes (timing marks) are visible in the corners of all surveys enclosed in this shipment.
- Shipment contains **ONLY** completed survey **answer sheets** (**DO NOT** ship the questionnaires with open-ended responses.)

**3. Ship the completed answer sheets to the address below**

**Note:** We strongly suggest that you use a tracking method for your shipment.

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### **Survey Results**

Scanned paper survey results will be accessible in the AdvancED Survey System within **20 business days of receipt** of your shipment. If both web and paper surveys are administered, results will be combined into a single set of reports.

### **Signature**

I have read the above checklist and confirmed that the enclosed shipment of paper survey answer sheets adhere to all requirements outlined above. I understand that my school/school system will be invoiced for additional work required to return or scan our surveys due to a failure to follow these instructions.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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