

CHECKLIST FOR TEACHERS

- Distribute survey forms according to the roster. A federal property list and district flier should already be attached to each form.
- Set a return date of November 8, 2023. Remind students their parent/guardian may also complete the survey through the Parent Portal.
- Check off each student's name on your roster list as forms are turned in. 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/or entire 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 the 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/guardian and date must be present. If the signature and/or date are missing, please return it to the 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 parents' questions and concerns – the importance of schools receiving Federal Aid to offset lost Property Taxes for Federally owned properties. Information collected will be kept confidential.
- If families have questions or concerns, please refer them to the 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.