

**NOTE:** A copy of this cover sheet is included in both the principal and teacher questionnaire sections for your information. The project should send only *one* copy when returning the completed questionnaires.

## 2005–06 Local Systemic Change Cover Sheet for Returning Completed Questionnaires

*Project City and State* \_\_\_\_\_ *Project Number* \_\_\_\_\_

Name, phone number, and e-mail of person packing questionnaires for shipping to HRI:

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Date Being Sent \_\_\_\_\_

Please provide the following information:

	A	B	C	D (=A+B+C) *
	Number of Completed Questionnaires Enclosed	Number Not Eligible ** to Complete Questionnaires	Number Eligible, but Did Not Complete Questionnaires	Number in Sample
<b>Principals</b>				
<b>Science (K–8)</b>				
<b>Mathematics (K–8)</b>				
<b>Science (6–12)</b>				
<b>Mathematics (6–12)</b>				

Please make sure to:

- Remove any blank questionnaires;
- Check all follow-up questionnaire IDs to ensure that they were filled in correctly;
- Remove any name labels still attached to completed questionnaires;
- Remove open-ended or other project-specific questions;
- Remove any cover letters, clips, or staples that were added by the project or individuals;
- Sort the questionnaires by version (color), no need to put them in numerical order;
- Package all questionnaires in a single box, if possible; and
- Send all questionnaires to HRI at the same time no later than April 1, 2006. (No questionnaires sent separately from the main shipment will be accepted)

**If extra, unused, blank questionnaires are enclosed, check here.**

- Be certain to keep blank questionnaires separate from the completed questionnaires.
- Do *not* return unused questionnaires with pre-printed ID numbers in the “For office use only” box.
- Do *not* return unused questionnaires stamped “Supplemental.”

Send questionnaires to: LSC Questionnaires  
Horizon Research, Inc.  
326 Cloister Court  
Chapel Hill, NC 27514-2296

\* Make sure that columns A, B and C sum to equal column D.

\*\* “Not Eligible” includes principals and teachers who became ineligible *after* the sampling frame was submitted to HRI (e.g., principals of schools who withdrew from the LSC project, or teachers now on medical leave).