

A cover sheet must be completed when returning your ACRE assessments for processing.

NCEA ACRE Assessment Return Cover Sheet

Instructions: Place this sheet on top of your NCEA ACRE assessment answer sheets when returning them for processing. A header sheet (no copies) is to separate each grade or class depending on how you want the results reported. If you are returning more than one group, please make sure the correct header is on top of the answer sheets that it identifies.

Diocese Name: _____

Return results to:

School/Parish Name: _____

Your Name: _____ Phone: _____

****E-mail Address (REQUIRED): _____****

Street Address (NO PO BOXES): _____

City: _____ State: _____ Zip Code: _____

ELECTRONIC REPORTING: Reports are now automatically sent electronically. You may opt out of electronic reporting. To have reports printed & shipped to you, please indicate below. The cost of printing reports is \$10.00 for the 1st report and \$5.00 for each additional report. (1st group report, \$10.00. Each additional group report, \$5.00 each. Individual Student Reports (if requested, see below) \$5.00 for each group.)

Electronic Reports _____ I would like my reports printed _____ How many reports? _____
(Be sure to include a valid email address above)

Individual Student Reports: Please indicate below if you would like to receive individual student reports. **PLEASE NOTE: THERE IS AN ADDITIONAL CHARGE** of \$0.85 each for NCEA Members and \$1.00 for Non-Members. **DO NOT MARK IN THIS AREA unless you want to receive & be billed for the OPTIONAL STUDENT REPORTS.** Please indicate the grade(s) & total number below. An invoice will be sent with the results.

NCEA Member # _____ Grade(s) _____ Total Number _____

Double Check:

- Students have correctly bubbled their name, gender, race, etc. on the answer sheet.
- The header sheet is completed & all information is bubbled.
- Package is being sent in a sturdy envelope/box via a traceable shipping service, i.e. USPS certified return receipt requested, UPS, Federal Express, etc.
- Return this cover sheet, headers, answer sheets, and a copy of the Appendix C worksheet (if applicable) to:

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