PROGRAM EVALUATION FORM CHECKLIST & COVERSHEET

It is mandatory to include this checklist with your Program Evaluation Form bubble sheets when you return them. Bubble sheets submitted without a completed checklist attached cannot be processed.

Please complete each step on the checklist below before submitting your bubble sheets. Clip this form to your bubble sheets before mailing them in or sending them to your district coordinator.

☐ Enter the bubble sheet number into the database.

☐ Keep a record of your sheets for personal tracking. This is recommended, but not a mandatory step. A simple Excel sheet has helped many SAPs keep track of bubble sheets in the past.

☐ Paperclip or binder clip (DO NOT staple) all sheets together, making sure sheets are facing the same direction.

☐ Legible print the SAP’s full name here: ____________________________

☐ Record the number of bubble sheets that are pretests and posttests here:

  Pretests: __________
  Posttests: __________

Ensure bubble sheets are clean and undamaged. If a sheet has any type of damage, you will need to transfer the responses to a new sheet and then update the bubble sheet number in the database if the original sheet number has already been entered.

Please direct any questions to your supervisor or to Help@WaSAPISP.com

Mail completed forms and cover sheets to:
Looking Glass Analytics, Inc.
215 Legion Way SW
Olympia, WA 98501