

Everything Schools Need to Know about Returning Student and Parent Surveys

School Surveys are due to your Local Testing Center no later than April 13, 2015

Before April 13, 2015, collect all completed surveys. Package completed parent and student surveys in separate shipping boxes. Ensure that you have included all of following:

- Parent surveys.** Parents will return their completed surveys in sealed envelopes, either by sending them to school with their children or by delivering them in person to the school.
- Student surveys.** Completed surveys are returned to the office in sealed packets containing all of the surveys for each class.

Schools are responsible for transporting completed survey packages to their local Testing Centers by April 13, 2015. After collecting student and parent surveys:

- Do NOT use school mail to return completed surveys.
- Complete the attached survey checklist (Attachment A) entitled "RETURNED SCHOOL EXPERIENCE SURVEYS VERIFICATION."
- Package completed parent and student surveys in separate boxes. Use the original boxes your surveys were delivered in. These boxes have your return labels, orange for student surveys, or blue for parent surveys already affixed.
- If you do not have your original boxes, please package student and parent surveys in separate boxes. Once packed, print the attached return labels, enter your school information and tape them to your packages.
- With your survey boxes, bring two copies of Attachment A to the Testing Center. One copy is for central office records and one will be stamped as your receipt of delivery.

The Testing Centers will be open for dropping off surveys on March 25-27, April 7-10, and April 13, 2015 from 8:00 a.m. to 4:30 p.m. All completed surveys must be returned to your [Local Testing Center](#) by 4:30 p.m. by April 13, 2015. [Click here for a list of your Testing Center.](#)

Central Testing Center

2151 N. Soto St. Los Angeles CA 90032
(323) 224-2408

South Testing Center

14024 S. San Pedro St. Los Angeles CA 90061
(310) 366-7358

West Testing Center

11133 Charnock Rd. Room 32, Los Angeles CA 90034
(310) 836-1578

Valley Testing Center

17120 Vanowen St. Rooms 74-75 Lake Balboa CA 91406
(818) 609-2591

**LOS ANGELES UNIFIED SCHOOL DISTRICT
RETURNED SCHOOL EXPERIENCE SURVEYS VERIFICATION
2014-2015**

School: _____ ESC _____ Loc. Code _____

Principal: _____
Name (type or print) Signature Date

Point Person: _____
Name (type or print) Signature Date

_____ Contact Number _____ Extension _____

Complete **two** copies of this form and bring to the school's Testing Center with the school's student and parent surveys. One copy is for the Testing Center and one copy will be stamped as your receipt.

Testing Center: South Central Valley West

Check that documents are packaged according to the Survey Administration Instructions. Indicate the number of boxes being delivered to the testing center. ¹	TO BE COMPLETED BY SCHOOL	FOR TESTING CENTER USE ONLY
Elementary Student Surveys Boxes		
Secondary Student Surveys Boxes		
Parent Surveys Boxes		

FOR TESTING CENTER USE ONLY		
No. of Student Envelopes Received: _____	Received by: _____	Date: _____
No. of Parent Envelopes Received: _____		
No. of Boxes Received: _____		

¹ Subject to verification by the testing center.

PRINT THESE LABELS, FILL IN THE SCHOOL INFORMATION, AND TAPE THEM TO YOUR RETURN SURVEY PACKAGES

Parent Survey Return Label

**School
Name:** _____

**Location
Code:** _____

**Parent
Survey
Box:** _____ **of** _____

Student Survey Return Label

**School
Name:** _____

**Location
Code:** _____

**Student
Survey
Box:** _____ **of** _____