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:

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

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).