



CFSTES - RETURNS CHECKLIST

Please complete and initial each item.

*Include this completed checklist when returning class materials.

		Number of Students	Instructor's Initials
COURSE MATERIALS			
1	Copy of the <u>REQUEST FOR COURSE SCHEDULING</u> form	-----	
2	Completed <u>ROSTER</u> <ul style="list-style-type: none"> ▪ Cross out any student that did not complete the course or pay the registration fee. 		
3	List all students <u>TEST SCORES</u> OR Handwrite each percent score next to the (“+”/“-”) on each Scantron form. <i>A minimum 80% score in order to pass the class!</i>		
4	Completed <u>SCANTRONS</u> (Green) <ul style="list-style-type: none"> ▪ Each student's name, address, and complete SFT ID # OR social security number is listed and "bubbled-in" correctly (<i>pencil only</i>). ▪ Forms are alphabetized by last name. 		
5	Completed <u>COURSE EVALUATIONS</u>	<u>NOW PAPERLESS!</u>	
6	How many Assistant Instructor/Skills Evaluators participated in this class? (please list names in the box below)		

DO NOT SUBMIT PAYMENT WITH YOUR RETURNED MATERIALS

Please explain any irregularities, deviations, or special handling requests you may have with this class.

Classes must be returned **within fifteen (15) days** after course completion. Ship all materials using a carrier that can track your shipment to:

State Fire Training Shipping/Receiving
 1131 S Street
 Sacramento CA 95811