CALIFORNIA STATE FIRE TRAINING

RETURNS CHECKLIST

Please complete and initial each item.
Include with the class when returning.

	Ethical Leadership in the Classroom	Number of Students	Instructor's Initials
	COURSE MATERIALS		
1	Copy of the submitted REQUEST FOR COURSE SCHEDULING form	-------	
2	Completed ROSTER ▪ Cross out any student that did ***not*** complete the course or pay the registration fee		
3	Completed SCANTRONS (Green) ▪ Each student's name, address, and complete social security number (or SFT ID) must be listed and "bubbled-in" correctly ▪ Forms are **alphabetized** by last name		
4	Signed INSTRUCTOR CODE OF ETHICS/CONDUCT agreements ▪ **Alphabetized** by last name		
5	Completed COURSE EVALUATIONS	Now Paperless!	
6	Blank CERTIFICATES ▪ Including any unused, damaged, or incorrect		
7	How many Assistant Instructor/Skills Evaluators participated in this class? (please list names in the box below)		

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