



INSTRUCTOR 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 <u>REQUEST FOR COURSE SCHEDULING</u> form	1	
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 	2	
3	Signed <u>INSTRUCTOR CODE OF ETHICS/CONDUCT</u> agreements <ul style="list-style-type: none"> ▪ Alphabetized by last name 	3	
4	Completed <u>SCANTRON DATA SHEET</u> (Blue) <ul style="list-style-type: none"> ▪ Each student's name, address, and complete social security number are listed and "bubbled-in" correctly ▪ Alphabetized by last name ▪ "+" bubbled-in on the back for each student successfully completing the class ▪ "-" bubbled-in on the back for each student failing the class 	4	
5	Blank <u>CERTIFICATES</u> (Box 5 plus Box 4 should equal Box 1) <ul style="list-style-type: none"> ▪ Including any unused, damaged, or incorrect 	5	

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

To avoid delinquent notices, 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 Bookstore
1131 S Street
Sacramento CA 95811