RESCUE SYSTEMS 1 INSTRUCTOR CHECKLIST

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

		Number of Students	Instructor's Initials
	COURSE MATERIALS		
1	Copy of the REQUEST FOR COURSE SCHEDULING form	N/A	
2	Completed ROSTER ▪ Cross out any student that did ***not*** complete the course OR pay the registration fee.		
3	Unused STUDENT MANUALS		
4	Completed SCANTRONS (Green) ▪ Each student's name, address, and complete social security number are listed and "bubbled-in" correctly. ▪ Forms are **alphabetized** by last name.		

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