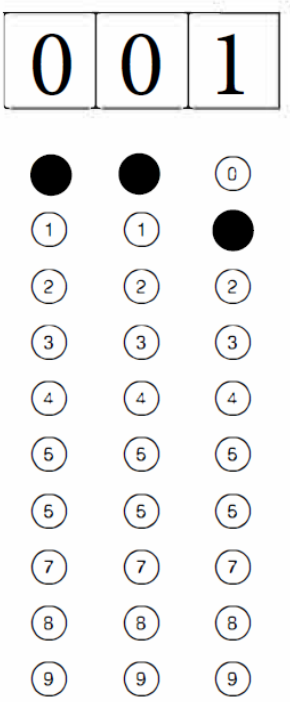
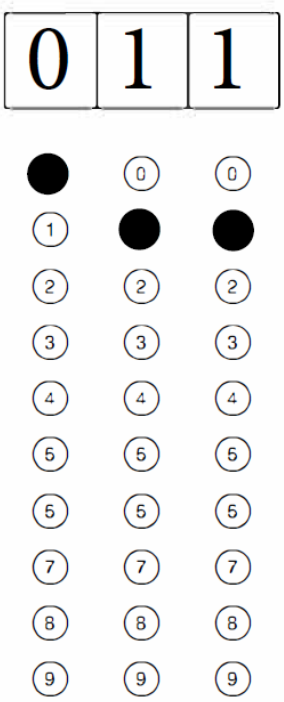
Formatting School ID and Class ID

The School ID and Class ID for your specific school and class is located on the front of the Survey Administrator Packet. Both ID's are three columns long on the scantron answer form. If either ID is not three digits then right justify the ID and add the appropriate number of zeros to create a three digit ID. See below for an example of a one-digit ID (School ID) and a two-digit ID (Class ID) that has been correctly formatted. Be sure to clearly display the FORMATTED School ID and Class ID in a location that is easily seen by all students (i.e. chalk board, white board).

School ID



Class ID