



SIMPLIFIED 7TH EDITION PAPERWORK PROCEDURES

There is one batch of paperwork to send to **COMP** during the course of your workshop:

***Initial Paperwork* — SEND after the initial session (s)**

- Initial Summary Form
- Consumer Satisfaction Forms (orange bubble sheets)

***Final Paperwork* — SEND after follow-up session**

- Final Summary Form
- Bottom half of Sign-In Sheets (keep the top halves for your own records)

COMP provides pre-addressed white return envelopes for both batches of paperwork. There should be a **four-digit tracking number** on the envelopes that will help the office link each workshop with the original order. This four-digit number is also what participants should bubble on the Consumer Satisfaction Forms as the Workshop Number.

Feel free to call the COMP office with any questions... (615) 322-8050 **OR** 322-0603.

PLEASE NOTE: COMP is no longer collecting

- Teacher Self-Report Inventories (green bubble sheets)
- Classroom Commitment Forms (yellow copies of carbonized forms)

COMP strongly encourages you to continue to use the Classroom Commitment forms now found in the opening section of the participant manuals. They are no longer on carbonized forms, but they continue to prove a valuable tool for teachers to take back to the classroom.