



2011 MIYHS – Returning Your Surveys to Pan Atlantic SMS Group

Once the surveys have been administered and the make-up session for the absent students has been conducted, please follow these steps to return your surveys to Pan Atlantic SMS Group:

1. Pack the following items into an envelope or box(es):
 - a. Classroom envelopes (please ensure that each envelope's '*Classroom Summary Information Form*' is completed in full).
 - b. Absentee surveys.
 - c. '*School Packing Form*' (please include a copy in each package or box

Make sure to put your school's name on each package or box and label in the following manner: "Box 1 of 3", "Box 2 of 3", etc.

2. Decide if you will drop off your surveys to a designated drop-off location or if you will mail them back to Pan Atlantic SMS Group in Portland.
 - a. If you will be dropping them off at a designated location, please make sure to sign up for a location prior to dropping off your surveys. The specific locations will be emailed to you once they are finalized.
 - b. If you will be mailing your surveys to Pan Atlantic SMS Group you will be responsible for paying the postage on the package. Please send the surveys to:

Attn: MIYHS Survey
Pan Atlantic SMS Group
5 Milk Street
Portland, ME 04101

It is highly recommended that you send your surveys by a traceable method (e.g., FedEx, UPS, DHL, Express Mail, or Airborne Express) to minimize the possibility of the surveys being lost in the mail.

THANK YOU AGAIN FOR ALL OF YOUR ASSISTANCE IN ADMINISTERING THE 2011 MIYHS!