

## Mailing Guidelines for Completed BEAP Forms

1. Keep the scannable sheets for each instrument separate (i.e. the sheets for the Entrance Survey separate from those for the Exit Survey, etc.) Please use colored sheets as dividers for each instrument when you mail them to the University of Utah.
2. Make sure that the scannable sheets are **never** folded.
3. Make sure that all of the individual sheets in each stack are oriented in the same direction.
4. Complete the Monthly Report Form Coversheet to Accompany Submission of Data. After you have input data in the web interface, print out a copy of the Coversheet:

<http://cgi.cc.utah.edu/cgi-bin/cgiwrap/beap/facesheet.cgi>

When completing the Monthly Report Form Coversheet, please fill out a separate one for each time period in which data was collected. For example, if Exit Surveys and Alumni/ae Surveys were both collected in May, enter the information for both sets on one monthly report form coversheet. However, if the Exit Surveys were completed in June and the Alumni/ae Surveys were completed in August, then attach a separate monthly report form coversheet for each set of submitted forms.

5. Completed questionnaires for scanning along with the Monthly Report Form Coversheet are to be mailed to:

Dr. Grafton H Hull Jr., Professor  
School of Social Work  
University of Utah  
395 South 1500 East, Room 111  
Salt Lake City, UT, 84112