pennsylvania
COMMISSION ON CRIME AND DELINQUENCY

the SmartTrack™

Instructions for RETURNING Completed Paper Surveys

Keep bags. Keep boxes.

RETURN all paper surveys in the labeled plastic bags in which they were shipped to you. Bags must be labeled or marked with the school name to ensure the data gets assigned to the correct school.

Do NOT mix schools together!

Discard unused surveys – do NOT return with your completed surveys!

If possible, please save the boxes in which the surveys were shipped to you to use for return shipping.

SAMPLE: Expense for Sample return shipping is provided by PCCD. Please email mcaver@thesmarttrack.com with the number of boxes (containing Sample surveys only) and weight of each box. You will be emailed a label and asked to contact the carrier to schedule a pickup time that is convenient for you.
VOLUNTEER: Volunteer return shipping is to be shipped via traceable method and is at the expense of the shipper.

The School Contact will return the completed surveys to the District Contact in the School Pak Bag (with school sticker intact). If the school name is not displayed clearly on the Class Pak bag, please indicate the school name on the bag(s). **This is critical to ensure the data gets downloaded to the correct school.**

The District Contact is to collect all completed surveys (in their School Paks with the school name/label intact) and return them **as DISTRICT** for scanning. If you are working with a County Organization, please return all of your District's surveys to the County Org for return shipment. Or follow the instructions given by the County Contact. Please do not allow individual schools to ship their completed surveys directly to SmartTrack.

In order to be included in the first download of data/reports, surveys must be shipped to SmartTrack by Dec. 1. Please use a traceable method of shipping (UPS, FEDEX, or USPS with a tracking system). **So that we may be looking for your surveys to arrive, please send an email (info@thesmarttrack.com) notifying that (1) you have shipped your surveys and (2) how many boxes you have shipped.**

Ship completed surveys to: SMARTTRACK
400 FONTAINE PL, STE 102
RIDGELAND, MS 39157
Phone: 601-707-5572

PLEASE MAKE SURE ALL SCHOOL PAKS ARE LABELED CLEARLY.