

The IDEA Center

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Manhattan, KS 66502-6209
800-255-2757 or 785-320-2400
Fax: 785-320-2424
(Federal Identification No. 48-1242031)



E-mail: info@theideacenter.org
Web: www.theideacenter.org

**IDEA Student Ratings of Instruction
Processing Checklist**

Please complete this form and either email or fax when your processing is shipped and/or online surveys are "Ready to Process." Include a hard copy with paper shipment. This form is available as a fillable PDF at www.theideacenter.org/ProcessingChecklist.

Number of packages being sent: _____ Carrier: _____ Date: _____

The Guide to Shipping can be found at www.theideacenter.org/Shipping

SHIP TO (No P.O. Boxes please):

Name
 Dr. Mr. Ms. _____

Title/Dept. _____

Institution _____

Address _____

City/State/Zip _____

Tel. No. _____

E-mail _____

INVOICE TO (if different): USPS or via Email

Name _____

Title/Dept. _____

Address _____

City/State/Zip _____

Tel. No. _____

Email _____

Purchase Order No. (if needed) _____

IDEA PAPER FORM PROCESSING**

Term/Year Administered: (Please complete a separate Processing Checklist for each term.)

Term: Fall Winter Spring Summer Other

Year: 2010 2011 2012 Other: _____

IDEA Diagnostic Form (burgundy)

Approximate Number of Classes: _____

IDEA Short Form (red)

Approximate Number of Classes: _____

IDEA ONLINE PROCESSING Please include a list of online folders to be downloaded****

LAST END DATE OF CLASSES TO BE PROCESSED** _____

Term/Year Administered: (Please complete a separate Processing Checklist for each term.)

Term: Fall Winter Spring Summer Other

Year: 2010 2011 2012 Other: _____

IDEA Diagnostic Form

Approximate Number of Classes: _____

IDEA Short Form

Approximate Number of Classes: _____

ADDITIONAL SERVICES (Additional charge applies) Please check requested services.

IDEA Group Summary Reports

Institutional Summary (all classes processed at this time)

Other (department, college, etc.)

Please attach **IDEA Group Summary Report Order Form**
www.theideacenter.org/GSROrderForm

IDEA Data Files

IDEA Aggregate Data File (Excel Spreadsheet)

IDEA Raw Data File (ASCII text format)

OTHER INSTRUCTIONS

(Special handling, additional IDEA Online instructions, etc.)

**If paper forms are the only processing, the 10-day turnaround period begins when paper forms are received. If online processing is included, the 10-day turnaround begins either when 1) the Processing Checklist is received, 2) the day after the Last End Date indicated above, or 3) when the paper forms are received (whichever is later).