



Information & Technology
Building 23, (909) 594-5611, ext. 4357
Hours: Monday – Friday, 7:30 a.m. – 4:30 pm.

Faculty: Student Evaluation Processing Sheet

The Survey Response Report provides a simple count based on survey responses.

Survey results will be ready for pick-up or delivered electronically within 2 business days.

Please complete the “INSTRUCTOR EXAM LOG SHEET” in the entrance lobby when you leave your surveys.

**SHEETS MAY NOT BE FOLDED, TORN,
STAPLED, OR 3-HOLE PUNCHED**

For prompt and accurate survey processing, please follow these directions:

- Please provide your work/campus email address.
- **You must provide the Class Reference Number (CRN).**
- Do NOT make marks on the sides of the answer sheets.
 - Do not include blank answer sheets.
- Please select a delivery option below. If no selection made, it will default to print.

***Delivery Option: Mt. SAC Dropbox___ Print/Pickup___**

Please complete the following information and submit this sheet with surveys to be processed.	
Mt. SAC Email: _____	Campus Phone Extension: _____
Course Subject Name: _____	Class Reference Number (CRN): _____
Number of Surveys submitted: _____	
INSTRUCTOR'S NAME: _____	DATE: _____