

Student: Please complete the requested information on the center panel of this wrapper and submit the assignment to the University of Nebraska High School for grading.

Proctor: Wait 30 days after you receive the course completion notification before destroying evaluated materials because review of work may be required. Please notify the student of graded results. The student may review progress test results in your presence, but may not keep the test or test results.

OFFICE USE ONLY

Date Received: _____

Assignment Number: _____

Teacher Name: _____

PLEASE PRINT WITH INK. FOLD THIS PANEL OUT ON DOTTED LINES.

Student's Name (Use full legal name) _____

UNHS Student ID Number _____

Course Title _____

Course Number _____

Student Info: Assignment Number: _____

Teacher Connect Activity: _____

Teacher Info: Grade: _____

**Return
Address:**

***** Grading Scale *****

A+	98-100
A	93-97
B+	90-92
B	85-89
C+	82-84
C	77-81
D+	74-76
D	70-73
F	69- Below (not passing)

Submission Notes for Proctor:

1. Write student's name and proctor's complete return address in the spaces provided above. Student's legal name and ID number need to be on the wrapper and on all enclosed materials.
2. Be sure that the printed side of the wrapper faces outside and is folded on the dotted lines with the address panel visible – the test pages folded within.
3. Use adequate postage on this mailing.
4. Use one wrapper sheet for each unit of material sent, unless you are using a scan card.
5. Supervise the student while she/he is taking the progress test.
6. Sign the space below to certify that the student completed the progress test without access to outside resources.
7. Do not destroy returned wrappers since they may be needed for verification of grades.

Proctor's Signature _____

Date _____

Email address or fax number _____