Thank you for your order. Please fill out the information below and return this envelope with your answer sheets.

If you have questions, contact us at: help@nceaifg.com

<table>
<thead>
<tr>
<th>BEFORE RETURNING PLEASE VERIFY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All answer sheets are collected and marked</td>
</tr>
<tr>
<td>• All answer sheets are facing the same direction</td>
</tr>
<tr>
<td>• No test booklets are included for return</td>
</tr>
<tr>
<td>• Sheets are in a sturdy box/envelope with a tracking number (via UPS, FedEx, USPS, etc.)</td>
</tr>
<tr>
<td>• <strong>Scan or photocopy all submissions prior to sending in case of accidental loss in transit</strong></td>
</tr>
</tbody>
</table>

**School Year: 2019-2020**  **Group ID:** ________________  **Select One:** □ Parish  □ School

Reporting Contact: ___________________  Reporting Email: ___________________

Diocese Name: _______________________

School/Parish Name: ___________________

Contact Name:_________________________  Contact Phone: _____________________

Email Address: ________________________

Street Address: *(no PO boxes)* __________________________

City: ___________________  State: _______  Zip Code: __________

Number of Answer Sheets: Level 1 __________ Level 2 __________ Level 3 __________

Return this sheet and all answer sheets to:

**My Catholic Faith Technologies**
**12603 Hemlock Suite C, Overland Park, KS 66213**

**Before returning, please verify:**

• All answer sheets are collected and marked
• There are no test booklets being returned
• Package is being sent in a sturdy box/envelope via a traceable service such as UPS, FedEx, etc.
• Please make photocopies of all submissions prior to sending in case they are lost in the mail