



LESSON WRAPPER

Student: Please complete the requested information on the center panel of this wrapper and submit the project or progress test to the Independent Study 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.

Mail to:
 The University of Nebraska–Lincoln
 INDEPENDENT STUDY HIGH SCHOOL
 P.O. Box 888400
 Lincoln, Nebraska 68588-8400
Questions?
 Phone: (866) 700-4747 (toll-free)
 or (402) 472-2175
 E-mail: extservice@unl.edu

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

 Student's Name *(Use full legal name)*

 ISHS Student ID Number

 Course Title

 Course Number

Return Address
 Name of Proctor:

Complete Address:

Student Info: Unit or Evaluation Number _____ Worksheets _____

Unit Test _____

Teacher Info: Grade _____

Key to 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. Enclose a Change of Status form if necessary.
5. Use one wrapper sheet for each unit of material sent, unless you are using a scan card.
6. Supervise the student while she/he is taking the progress test.
7. Sign the space below to certify that the student completed the progress test without access to outside resources.
8. Do not destroy returned wrappers since they may be needed for verification of grades.

 Proctor's Signature

 Date

 E-mail address or fax number

Office use: Date Received _____ Date Evaluated _____

