

# School Diversity Inventory<sup>TM</sup> Order Form

Please complete this form and send it to us with your check or purchase order for the total amount below. We recommend that you allow two weeks to process your request for service.

The School Diversity Inventory is a level B assessment instrument. Therefore, you must also complete the qualification form and include it with your order if you have not submitted one earlier.

#### **Section A**

Materials	Unit Price	Quantity	Total
Specimen Set Interpretation and Planning Workbook,	\$30.00	-	
Survey Administrator's Instructions, Survey Coordinator's			
Manual, and one each of the Student and Teacher Survey			
Booklets and Answer Sheets			
Student Survey Booklet Reusable set of 25	\$40.00		
Teacher Survey Booklet Reusable set of 25	\$40.00		
Student Answer Sheet Expendable set of 25	\$7.50		
Teacher Answer Sheet Expendable set of 25	\$7.50		
Survey Administrator's Instructions Reusable each	\$1.00		
Survey Coordinator's Manual Reusable each	\$10.00		
Interpretation and Planning Workbook Reusable each	\$20.00		
Scanning and Reporting			
Scanning and Scoring Answer Sheets each (Required for	\$.90		
every questionnaire scoring order, minimum \$125.00)			
School-level Student Survey Report each (Includes	\$80.00		
standard disaggregation.)			
School-level Teacher Survey Report each (Includes	\$80.00		
standard disaggregation.)			
Student-level item and score files provided on a CD ROM	\$10.00		
and paper listing. (Must order standard tabulations above,			
otherwise \$80.) (Note: Use of data files requires technical			
skill.) Indicate format: □ ASCII or □ SPSS PC			
Subtotal			
Sales tax if Maryland resident (add 6% of materials subtotal)			
*Shipping (add 7% of subtotal minimum \$15.00)			
Total		_	

<sup>\*</sup> Please call for shipping charges if you are located outside of the United States. *Note*: Special tabulations and analyses may be obtained by special arrangement. Call to discuss your analysis needs.

### Section A (Continued)

## **Payment**

Enclose check payable to the University	of Maryla	and, or include institutional p	ourchase order.
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Shipping address:			
Name			
Organization			
Address			
City	State	Zip	
Phone	E-mail		

#### **Section B: Qualification Form**

The Standards for Educational and Psychological Testing require that responsibility for test use should be assumed by individuals who have the training and experience necessary to handle this responsibility in a professional and technically adequate manner. Eligibility to purchase and use restricted materials (levels B and C) is based on education, training, and experience. Therefore you must complete and return the following form if you have not submitted one earlier.

Qualification			
level	Requirements		
A	None required.		
В	At least a bachelors degree in psychology, counseling, or a closely related field with course work in psychological and educational measurement and (for survey materials) conducting and interpreting sample surveys; or membership in a professional association that is known to require training and experience in the ethical and competent use of psychological tests or research methods.		
С	A graduate degree in psychology, education, or a closely related field that includes advanced training in administering and interpreting psychological tests and (for survey materials) conducting and interpreting sample survyes; or membership in a professional association that is known to require training and experience in the ethical and competent use of psychological tests or research methods.		
Name			
Education/High	nest Degree Major Institution		
Licenses/Certifi	icates State License #		
Professional Or	ganizations in which you maintain membership. Please spell out; avoid abbreviations.		
way, and I wi	d by training or experience to use the assessment materials I order in an appropriate all take responsibility for the proper use of the materials. I agree to protect the rights of the respondents. I certify that I will make appropriate and ethical use of the d their interpretation as required by the Standards for Educational and Psychological		
Signature	Date		
I agree to sup	pervise the student's use of the ordered items and endorse the statement above.		
Professor's Nan	ne Department University		
Professor's Sign	nature Date		