

## **APPENDIX R**

### Active and Passive Summary of School Arrangements Form

## Active Summary of School Arrangements Form

**CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) STUDENT SURVEY  
SUMMARY OF SCHOOL ARRANGEMENTS FORM**

Please review the information below for accuracy. If there are any changes, record them and fax the corrected form to Rená Agee at 301-572-0986, call our toll-free line at XXX-XXX-XXXX, or email CPTEDstudy@icfi.com.

School Name: \_\_\_\_\_ District/County Name: \_\_\_\_\_  
 School Address: \_\_\_\_\_ School Phone: \_\_\_\_\_  
 Principal Name: \_\_\_\_\_  
 Name and Phone of Main Contact: \_\_\_\_\_ Name and Phone of Alternate Contact: \_\_\_\_\_  
 Scheduled Date(s) of Data Collection: \_\_\_\_\_ Time and Place of Teacher/Principal Meeting: \_\_\_\_\_

**I. SELECTED CLASS SECTIONS:**

Grade	Name of Teacher	Type of Class	No. of Students	Class Period	Start Time	End Time	Date of Data Collection

**II. PARENTAL PERMISSION FORMS: Type: Active**

**Teachers: Your school has selected the Active Parental Permission form. This form must be returned by all students in your class signed by a parent. Only those students with a form marked "yes" may participate in the survey. High student participation rates are critical for valid survey results. Please (1) encourage students to return the signed forms promptly; (2) track and retain signed forms; and (3) send home reminder forms, if needed. We appreciate your assistance and support of this important survey.**

**III. SUGGESTED MEANS TO MAXIMIZE PARTICIPATION:**

- School bulletin/newsletter
- Student encouragement from principal and teachers
- PTA newsletter/announcement
- Telephone tree
- Discussion in teachers meeting
- Other:
- Letter sent home from principal

**IV. SPECIAL REQUIREMENTS/SUGGESTIONS:**

## Passive Summary of School Arrangements Form

