

UMKC Information Services

**Questionnaire/Evaluation Request Form**

When a questionnaire or evaluation is scanned, reports can be provided for each group and/or a composite of multiple groups. The raw data from the scan forms can be provided as an electronic file for later processing or storage. Please complete the items indicated below and include this form with your scan sheets.

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Submitted by: \_\_\_\_\_  Faculty  Student  Staff

Campus Address (building and room number): \_\_\_\_\_

Phone: \_\_\_\_\_

Department/Course Number: \_\_\_\_\_

**Please select the following options:**

Report for Each Group?  No  Yes – Number of Copies: \_\_\_\_\_

Composite for Each Group?  NO  Yes - Number of Copies: \_\_\_\_\_

Send electronic files to my UMKC email?  Reports File  Raw Data File

UMKC email address: \_\_\_\_\_

Highest number of Questions (1-200): \_\_\_\_\_

Total Number of Sheets to be Scanned: \_\_\_\_\_

Total Number of Cases: \_\_\_\_\_

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Sheets Received and Scanned  Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(IS Staff)

**Exam Sheets and Results Picked Up**  Date: \_\_\_\_\_ Initials: \_\_\_\_\_