

Return Item Checklist Instructions

- Upon receipt of this checklist, please fill out the “Total Received” column for each item. This should reflect the accumulative total number of each of the items on the list received from SFA University for the Front 2 Back course (some people may have received more than one shipment). If you don’t know exactly how many items were shipped, please make every effort to estimate the number.
- Within one week of the last session in your regional location, please use the attached checklist to take a basic inventory of the remaining supplies. List this total in the “Total Returned” column. Any items used in the Front 2 Back course, but not on this checklist, can be discarded.
- Please use Federal Express to ship the items back to SFA University in accordance with our shipping contract. **The items must be tracked, but please do not send them via overnight delivery.** Please make sure that you fill out the “Date Shipped,” “Expected Arrival Date,” and “Tracking Number” columns for each item.
- Once the checklist is completed, please make a copy for your own records, fax a copy to ATTN: Pat Reese (Fax Number: 202-401-3428), and then place the original in the box for shipment back to SFA University.
- Ship all items to:

U.S. Department of Education
Attn: Pat Reese
1250 Maryland Ave, SW
Suite 600 C Portals Building
Washington, DC 20202
202-260-3526
- If you have any problems or questions, please contact Pat Reese, at 202-260-3526.