

PERIOD ENDING SUMMARY

Complete this summary at the collection period ending

Please answer every question using a black or blue pen.

| | | | |
|-----------------|---|----------------|---|
| School ID: | <input type="text"/> | CSC Name: | <input type="text"/> |
| Machine Number: | <input type="text"/> <input type="text"/> | Period Ending: | <input type="text"/> / <input type="text"/> / 2015 |

Meter readings for this collection

| | | | | | | | | | |
|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1. Meter reading START | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. Meter reading END | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Items for this collection

| | |
|---|----------------------|
| 3. How many <u>Unpublished Material Logs</u> are in this batch? | <input type="text"/> |
| 4. How many <u>Published Material Forms</u> are in this batch? | <input type="text"/> |
| 5. How many <u>Copying Declaration Forms</u> are in this batch? | <input type="text"/> |

Batch checklist

Please check this batch and confirm the following:

- All** Published Material Forms, Copying Declaration Forms and Unpublished Material Logs have been removed from the survey folders placed in this batch ready for collection.
- All** details on the Unpublished Material Logs have been fully completed and legible.
- All** details on the Published Material Forms and Copying Declaration Forms have been completed with full attachments and publication details.
- The meter reading END entered at the meter reading START on the *next* Period Ending Summary.

Notes to Survey Manager

| | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | TUO |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | TPO |