Rules for using the SFT survey system:

1. Teaching staff must electronically order SFT surveys themselves; they should not be ordered by professional staff or on behalf of other teaching staff.

2. You may not alter survey forms in any way or use photocopies or forms initially issued to other teachers. Additionally, forms from previous teaching periods will not be processed.

3. Please allow ample time for your order to be processed – a 15 business day turnaround time is now applicable for the printing, packing and delivery of your SFT surveys.

4. Please gather the following information, which is required to complete your order online, before placing your order:
   * Unit code
   * Unit name
   * Teaching period applicable (please ensure this information is accurate)
   * Number of surveys required
   * Number of return envelopes needed – you will need one envelope for each class you are administering the SFT surveys to
   * Address for delivery of the SFT surveys

5. When you receive your SFT surveys package, it is essential you read the letter and instructions for administering your survey in class carefully.