



MASSWILDLIFE

## DIVISION OF FISHERIES & WILDLIFE

1 Rabbit Hill Road, Westborough, MA 01581

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MASS.GOV/MASSWILDLIFE

### COURSE SUMMARY SHEET

Course Location (City/Town): \_\_\_\_\_

Date of Last Class: \_\_\_\_\_

Total hours of course: \_\_\_\_\_

Type of course: \_\_\_\_\_  
(Basic, Trap, Bow, Muzzleloader, Waterfowl ID, or MC&S)

**Total Number of Students:** \_\_\_\_\_

This is the total number of students in your class.  
You should have one student registration form for each.

This is also the sum of the number of students that passed +  
those who failed + those who are incomplete.

# Students passed: \_\_\_\_\_

# Students failed: \_\_\_\_\_

# Students incomplete: \_\_\_\_\_

**Total =** \_\_\_\_\_

Full Name of All Instructors who participated in the course

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

5. \_\_\_\_\_

10. \_\_\_\_\_

Name of EPO who participated in the course (if applicable) \_\_\_\_\_

#### CHECK LIST of completed documents to be returned in Pre-paid Priority Mail Envelope:

- ☐ This form filled out completely.
- ☐ One Registration form for each student; filled out completely and legibly (including students who have failed or did not complete course)
- ☐ All student answer sheets. At least one answer sheet per student
- ☐ All Final exams
- ☐ If offering a Basic Hunter Ed Course, include all completed Student questionnaires.
- ☐ One Volunteer Time & Mileage sheet for each Volunteer Instructor
- ☐ **Team Leader's signature** on all Registration forms, Volunteer Time & Mileage forms, and this Summary Sheet

Team Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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