

## I.D. INSTRUCTIONS

Every organization participating in the Family Read program has a unique organization identification number. It should be used on every form that is submitted to the Connecticut Humanities Council.

1. When completing a form, in the space marked "ID number" write in the assigned three-digit organization number. **The organization number will remain constant.**



**ID Number 137**

**FAMILY READ REGISTRATION FORM AND SURVEY**

Date: \_\_\_\_\_  
Class Sponsored by: \_\_\_\_\_  
Facilitator Name: \_\_\_\_\_

2. Enter a back slash "/" the two digit **month** for the program you are beginning, backslash again "/" and the two digit **year** for the program you are beginning.

E.g. North Haven Public Schools will run their first program in April 2010. Their unique ID is 137, so the entry in the ID space would start as follows:

ID Number 137/04/10

3. Finally, assign a unique number to each student in your current program beginning with the number 1. The completed entry for each student will look like this:

ID Number 137/04/10/1

If there are 12 students in your class, student ID numbers will look like this:

**137/04/10/1**  
**137/04/10/2**

137/04/10/3  
137/04/10/4  
137/04/10/5  
137/04/10/6  
Etc.

4. Each student maintains his or her unique identification number throughout a Family Read cycle. In order to maintain privacy for participants to who wish it, all information returned to the Connecticut Humanities Council contains this number only - no names, addresses, phone numbers.
5. It is important that students record their number on every page. Pages can be separated in transit or in data entry.

As always, please call if this is unclear.

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