

5 STEPS TO CLASS EVALUATION

1 STEP

REGISTER YOUR CLASS

If you are already a registered site, click “Register a Class” at the top of the JfL website homepage and fill in the blanks as prompted. If you are not yet a registered site, complete a Contact Page.

🕒 2 - 5 minutes

Click [here](#) for the Contact page

2 STEP

PRE-CLASS STUDENT SURVEY

During the second class, set aside five to ten minutes for students to complete. We recommend that you administer these surveys via paper, then keep in that student file for reference and comparison upon completion of class.

🕒 5 - 10 minutes

Click [here](#) for the JfL version Click [here](#) for the Pfl version

3 STEP

POST-CLASS STUDENT SURVEY

During the final class, set aside five to ten minutes for students to complete. For instructions on how to administer the survey, view our class resource titled "Student Survey Instructions." Click [here](#) for instructions on how to complete this step.

🕒 5 - 10 minutes

Click [here](#) for the JfL version Click [here](#) for the Pfl version

4 STEP

POST-CLASS SITE LEADER SURVEY

Attention all Site Leaders! Fill out brief class survey immediately after your class graduation date. You will receive this survey via email after your class graduation so make sure your email information is updated on your online network account.

🕒 15 - 20 minutes

5 STEP

CLASS FOLLOW UP

Follow up with your JfL Alumni after three months (continuing the awesome new relationships you have formed!) and fill out a brief follow up form that shares what your alumni are up to. Site leaders will receive this form to complete via email 3 months after each class graduation date, so keep an eye out for this request in your email inbox!

🕒 5 - 10 minutes