



# NACCAS

## National Employment Database

### Survey Card Template

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### Instructions:

This template will allow you to create a sheet of 10 survey cards for the NACCAS National Employment Database. Survey Cards are sized to 2.5 X 3 inches. You may print the cards on appropriately-sized business card printing paper or card stock paper.

- 1) For each card to be printed, enter the graduate's first and last name to the right of "Graduate."
- 2) To the right of "School Reference Number," enter the NACCAS Reference Number of the main location for your school (this should end with "-00"). The template has been designed to automatically fill the "School Reference Number" field on the remaining cards.
- 3) To the right of "Graduate ID#," you may create any alphanumeric code not more than 20 characters in length. This code should be unique to each individual graduating from the above-referenced main location within a calendar year. You may reuse Graduate Identification Numbers for graduates in subsequent calendar years and / or from differing main campuses.
- 4) To the right of "Graduation Year," enter the appropriate year of graduation for each graduate.
- 5) To the right of "Email Address," enter the *graduate's* email address.
- 6) Upon completion of the entire form, print Page 2 of this document and repeat as necessary to create Survey Cards for additional graduates.



**National Employment Database  
Survey Card**

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**Graduate:**

School Reference#:  
Graduate ID#:  
Graduation Year:  
Email Address:

**Employer:** Please use the above information to complete the employment survey at <http://ned.naccas.org>



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