

# Program Performance Report Request



Measuring Dental Assisting Excellence®

This form is for schools requesting a program performance report. DANB is committed to working closely with dental assisting educational programs and understands the need for unique performance reports covering specific time periods. Please note that for reasons of security, DANB cannot accept telephone requests. The request **must** be in writing and **must** be signed by the program director on record with DANB or the request will not be honored.

## Request for a Program Performance Report

Please print clearly. All fields are required.

Program Director \_\_\_\_\_

School Name \_\_\_\_\_

DANB School Code \_\_\_\_\_ Desired Report Receipt Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Reports are available for individual years or any other time period requested.

Desired Starting Date of Report \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired Ending Date of Report \_\_\_\_/\_\_\_\_/\_\_\_\_

Desired Starting Date of Report \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired Ending Date of Report \_\_\_\_/\_\_\_\_/\_\_\_\_

Desired Starting Date of Report \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired Ending Date of Report \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Program Director X \_\_\_\_\_ Date X \_\_\_\_\_

This form must be signed by the program director on record with DANB or the request will not be honored.

Please check one box below. The fax number and/or email address must be the program director's.

Mail       Fax       Email  
Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Instructions

In order to receive a program performance report, the following steps must be completed:

- Step 1:** Complete all fields on the above form.
- Step 2:** If earlier reports did not reflect particular students from your program whom you believe should have been included, please attach a list of students' names **and** Social Security numbers.
- Step 3:** **Mail, fax or email this form to:**

Katy Hotsenpiller, Senior Coordinator, Testing  
444 N. Michigan Ave., Suite 900, Chicago, IL 60611  
Phone: 1-800-367-3262, ext. 452  
Fax: 312-642-3550  
Email: [khotsenpiller@danb.org](mailto:khotsenpiller@danb.org)