

## Document Exchange Services

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### Teacher Questionnaire

This feature allows school personnel to access the Teacher Questionnaire (SSA-5665-BK) on the Electronic Records Express website. The school personnel will be able to download the questionnaire, complete the form and send the form via the Electronic Records Express website to the DDS using the Send Response for Individual Case feature under the “Evidence Submission Services” heading on the homepage.

The school personnel will sign on to the Electronic Records Express Home Page using his/her username and password. Under the “Document Exchange Services” heading, select “**School Questionnaire**”. This will take the user to the Teacher Questionnaire form.

Clicking on this link will invoke a Microsoft Word copy of Form SSA-5665-BK, Teacher Questionnaire. The leading pages of the form provide brief explanations of why SSA is requesting the completion of the form and other general information.

Since this form is an important element in the decision of whether a child qualifies for disability benefits, please be sure to read all instructions and questions carefully and complete the form in its entirety and to the best of your ability, answering all questions appropriate to the child you are evaluating.

The form presented by the website link is a fillable form. It is recommended that you save a copy to your local drive and you may want to do so prior to beginning its completion.

Following are some helpful tips on completing the Teacher Questionnaire:

- The body of this form is locked; however, you can fill the appropriate spaces from your personal computer using Microsoft Word.
- Save the blank form to your personal computer. If you often receive these requests, it is suggested you first pre-fill the DDS name and address for your normal requestor as well as your school name (page 1), and the teacher name and phone number (page 8). Leave the rest of the form blank and then save the form to your local drive as a master template.
- When navigating through the form, avoid using the "Enter" (hard return) key. Pressing "Enter", when inserting data and/or moving throughout the form, can create formatting errors. You should use the "Tab" key, the directional arrows, or your mouse (plus click), to move the cursor from one text field to the next.
- When entering data in the "DDS Name and Address" and "Claimant Name" blocks (at the top of the first page of the form), simultaneously press the **Shift** and **Enter** to begin a new line of the address or name.

## Electronic Records Express Home—Teacher Questionnaire

12:08 PM Wednesday, January 02, 2008

Electronic Records Express - Microsoft Internet Explorer provided by IE6.0 SP1 > Alpha C1

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address: https://secure.ssa.gov/apps7/ERE/home.do

Social Security Online  
www.socialsecurity.gov

Electronic Records Express  
Welcome to Electronic Records Express

Frequently Asked Questions User Instructions

Ruth Trent  
ruth.trent@ssa.gov  
4109665484  
Log Out

From here you can also:

[Modify your account information](#)  
[Change your password](#)  
[Account Maintenance](#)

For your security, please log out and close all Internet windows when you are finished.

**Evidence Submission Services**  
[Send Response for Individual Case](#)  
[Send Grouped Files](#)

**Consultative Examination (CE) Services**  
[Review / Submit CE Reports](#)  
[Pickup Doctor's Transcription Reports](#)  
[Prepare CE Report for Doctor](#)  
[Send CE Report](#)  
[Send CE Report\(s\) with Scanned Signature](#)  
[Send CE No Show Response](#)

**Document Exchange Services**  
[Access Electronic Requests](#)  
[Access Doctor's Electronic Requests](#)  
[Send Transcription Report To Doctor](#)  
[Pickup Transcription Reports](#)  
[Teacher Questionnaire](#)

**Communication Services**  
Secure Messaging: [Home Inbox](#)  
Communication Utility: [Send E-Mail](#)

**Bulletin Board**  
Updated 12/19/2007  
[What's New?](#)  
[Email for more information](#) or call toll free: 1-866-691-3061

Shortcut to SSA-5665.doc (secure Web site)

start | Inbox - Microsoft Out... | Electronic Records Ex... | Electronic Records Ex... | Teacher\_Questionnai... | Document1 - Microsof... | Internet | 12:08 PM

### Step 1—Complete the Teacher Questionnaire

- Choose the “Teacher Questionnaire” hyperlink under Document Exchange Services from the Electronic Records Express website homepage. The Teacher Questionnaire form will open as a Word document.
- Complete the Teacher Questionnaire form. Complete instructions for completing the form can be found at the Social Security Administration website, <http://www.ssa.gov/5665-instructions.htm>.
- Save the Teacher Questionnaire form, as necessary.

### Step 2—Return Teacher Questionnaire to DDS

- You should have the SSA/DDS MER request letter readily available to complete the processing steps.
- See instructions for **Send Response for Individual Case** on pg 16 to send the completed Teacher Questionnaire to the DDS.

# Teacher Questionnaire

SSA-5665.doc (Read-Only) - Microsoft Word

File Edit View Insert Format Tools Table Window Help Type a question for help

SOCIAL SECURITY ADMINISTRATION Form Approved OMB No. 0960-0646

<b>DDS NAME AND ADDRESS</b> Padonia Elementary 123 Greenside Drive	<b>ATTACH LABEL OR TYPE IN CLAIMANT NAME</b>
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**TEACHER QUESTIONNAIRE**  
THIS FORM SHOULD BE COMPLETED BY THE PERSON(S) MOST FAMILIAR WITH THE CHILD'S OVERALL FUNCTIONING.

Name of School: \_\_\_\_\_

1 How long have you known, or did you know, this child?  
\_\_\_\_\_

2 How often, and for how long, do you, or did you, see this child?  
\_\_\_\_\_

For what subjects:  
\_\_\_\_\_

3 Actual Grade Level: _____	<b>Current Instructional Levels</b>	<b>Special Ed. Services &amp; Frequency</b>
	Reading Level: _____	_____
Student/Teacher Ratio _____	Math Level: _____	_____
	Written Language Level: _____	_____

4 Is there, or was there, an unusual degree of absenteeism?  No  Yes If yes, please explain: \_\_\_\_\_

Page 3 Sec 2 3/10 At 1.3" Ln 8 Col 1 REC TRK EXT OVR English (U.S)

If you need to change a rating entry, click on the box already checked to erase the selection and then click on the new rating box.