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# 2018 COMMUNITY RESOURCE GUIDE

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SPANISH as a SECOND LANGUAGE

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Dr. Grenita Lathan  
Interim Superintendent of Schools

# Houston Independent School District Board of Education

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## EXECUTIVE SUMMARY

Welcome to the revised and expanded **Houston Independent School District (HISD) Family and Community Engagement (FACE) 2018 Community Resource Guide**. Its primary intended audiences are administrators and teachers in HISD and the parents, guardians, families, and communities they serve.

### Structure and Organization

In its fifth edition, the **2018 Community Resource Guide** now includes 47 topics and 1,160 profiles. The profiles encompass 530 unique organizations. A profile is the total description of an entry. An entry is an organization and its total profile under a given topic. A topic is the total collection of profiles for a specific area of interest. The **Guide** consistently uses 15 headings as prompts for information. A heading is a specific question of interest. Each heading is repeated across all entries and within all topics.

### Methods Used

In identifying possible topics and profiles for this new, revised edition of the **Guide**, HISD FACE staff members:

1. Used service providers' websites as the primary information resource.
2. Consulted with peers in other departments for input and insights about service providers.
3. Sent emails with questions to selected organizations for which there were gaps in information.
4. Made phone calls to selected organizations for which there were also gaps in information.
5. Reviewed successive drafts to assess quality, completeness, and ease of use.
6. Included a **Product Evaluation Form** for feedback from schools, families, and other users.

### Disclaimer

This revised **Guide** is intended to be a quick reference resource for HISD schools and families. Inclusion in it does not denote endorsement or recommendation. Please send information about new resources, as well as any updates, corrections, and comments to [FACE@HoustonISD.org](mailto:FACE@HoustonISD.org).

### Evaluation Form

A two-page Product Evaluation Form appears at the end of the PDF version of the **Guide** and at the end of each of its topic briefs. We would welcome your feedback!

## SPANISH as a SECOND LANGUAGE

### Spanish as a Second Language:

1. ALAR Institute Inc.
2. Be Bilingual
3. Bilingual Education Institute
4. East Side University Village Community Learning Center
5. European School of Languages
6. FS Languages
7. Gulf Coast Community Services Association Inc.
8. Houston Community College System
9. Houston Public Library
10. Rice University School of Continuing Studies – Foreign Language Program
11. Saint Vincent de Paul Catholic Church
12. Texas Southern University – College of Continuing Education
13. University of Houston at Clear Lake School of Continuing Education

	Phone	Ages/Grades Served	Costs	Onsite at Schools	Languages
1	281-669-7633	Adults ages 18+	Costs vary	Yes	English, Spanish
2	713-789-6338	Adults ages 18+	Costs vary	No	Arabic, English, French, German, Italian, Portuguese, Spanish
3	713-789-4555 713-789-4324	Ages 16-17 and Adults ages 18+	Costs vary	No	Arabic, Chinese (Mandarin), English, French, Portuguese, Russian, Spanish
4	713-747-9255	Adults ages 18+	Free	No	English, Spanish
5	713-924-8775	Adults ages 18+	Costs vary	No	Arabic, Chinese, English, French, German, Italian, Portuguese, Russian, Spanish
6	713-533-1555	Adults ages 18+	Costs vary	No	Arabic, Chinese, Dari, Dutch, English, French, German, Greek, Hebrew, Hindi, Italian, Japanese, Portuguese, Russian, Spanish, Vietnamese
7	713-393-4700	Adults ages 18+	Free	No	English, Spanish
8	713-718-5400 713-718-8300 713-718-8000 713-718-5700 713-718-7800	Adults ages 18+	Free	Yes	English, French, German, Khmer, Lao, Persian, Russian, Spanish, Thai, Vietnamese
9	832-393-1313	Adults ages 18+	Free	No	Arabic, Chinese, English, Spanish, Vietnamese, others
10	713-348-4019	Adults ages 18+	Costs vary	No	Arabic, Chinese (Mandarin), English, French, Italian, Japanese, Portuguese, Russian, Spanish
11	713-667-9111	Adults ages 18+	Free	No	English, French, Italian, Spanish
12	713-313-7489	Adults ages 18+	Costs vary	No	English, Spanish
13	281-283-3033	Adults ages 18+	Costs vary	No	Chinese (Mandarin), English, French, German, Italian, Japanese, Polish, Portuguese, Russian, Spanish, Vietnamese

## ALAR Institute Inc.

**Address:** 6420 Richmond Avenue, Houston, TX 77057  
**Area Served:** Greater Houston  
**Days/Hours:** Monday-Friday, 8am-10pm  
**Contact:** Patricia Donatti, Executive Director  
**Phone:** 281-669-7633  
**Fax:** 281-558-7402  
**Email:** [pdonatti@alarnet.org](mailto:pdonatti@alarnet.org)  
**Website:** <http://www.alarnet.org/spanish.html>  
**Local Bus Routes:** 25, 47  
**Ages/Grades Served:** Adults ages 18+  
**Eligibility:** No area restrictions.  
**Costs:** Costs vary. • Call to ask about specific costs.  
**Onsite at Schools:** Yes. • Offers adult education programs at 51 HISD campuses.  
**Languages:** English, Spanish  
**Direct Services:** Offers 60 hours of classes in Spanish conversation and basic grammar.

## Be Bilingual

**Address:** 9055 Gaylord Drive, Suite 100, Houston, TX 77024  
**Area Served:** Greater Houston  
**Days/Hours:** Monday-Friday, 7:30am-7:30pm, Saturday, 9am-3pm  
**Contact:** Liz Thrush, Director  
**Phone:** 713-789-6338  
**Fax:** Not available  
**Email:** [languages@bebilingual.com](mailto:languages@bebilingual.com)  
**Website:** <http://bebilingual.com/language-schools-in-houston/spanish-lessons-houston>  
**Local Bus Routes:** 39, 70, 72  
**Ages/Grades Served:** Adults ages 18+  
**Eligibility:** No area restrictions. • Requires registration for classes and a language assessment.  
**Costs:** Costs vary. • Call to ask about specific costs.  
**Onsite at Schools:** No  
**Languages:** Arabic, English, French, German, Italian, Portuguese, Spanish  
**Direct Services:** Offers 90-minute, one-on-one classes for conversational Spanish. • Also offers Spanish language immersion programs and courses in five other foreign languages.

## Bilingual Education Institute

**Address:** 6060 Richmond Avenue, Suite 180, Houston, TX 77057  
**Area Served:** Harris County  
**Days/Hours:** Office: Monday-Friday, 8am-9pm, Saturday, 9am-12pm. • Spanish classes: Monday-Thursday, 7pm-8:30pm, Saturday, 9am-12pm.  
**Contact:** Gordana Arnautovic, Executive Director  
**Phone:** 713-789-4555 or 713-789-4324  
**Fax:** 713-789-4541  
**Email:** [bei@bei.edu](mailto:bei@bei.edu)  
**Website:** <http://www.bei.edu/other-languages/spanish-group-courses>  
**Local Bus Routes:** 25, 32  
**Ages/Grades Served:** Ages 16-17 and adults ages 18+  
**Eligibility:** Requires proof of residence and proof of refugee status. • Must be ages 16+ and must have lived in the United States of America for no longer than five years. • Requires an application and registration for classes.

**Costs:** Costs vary. • Costs start at \$399 for tuition for language programs, plus costs of materials or registration. • Call to ask about specific costs.

**Onsite at Schools:** No

**Languages:** Arabic, Chinese (Mandarin), English, French, Portuguese, Russian, Spanish

**Direct Services:** Provides seven-week courses for six levels of Spanish, each focused on developing skills in grammar, conversation, listening, reading, and writing. • Also provides intensive English as a Second Language (ESL) and non-English language course options for adults. • Offers students a place to engage in conversation, drama, and creative writing projects to support language skills development in a non-threatening environment.

### East Side University Village Community Learning Center

**Address:** 3614 Holman Street, Houston, TX 77004

**Area Served:** Houston: Third Ward

**Days/Hours:** Office: Monday-Thursday, 9am-9pm. • Spanish classes: Saturday, 10am-12pm.

**Contact:** Bracy Johnson, Learning Center Manager

**Phone:** 713-747-9255

**Fax:** 713-747-6101

**Email:** [eastsideuniv@gmail.com](mailto:eastsideuniv@gmail.com)

**Website:** <http://www.esuvclc.org/class-schedule.html>

**Local Bus Routes:** 9, 29, 54

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** Must register for classes and apply for financial aid.

**Costs:** Free

**Onsite at Schools:** No

**Languages:** English, Spanish

**Direct Services:** Provides Spanish language classes for conversation and customer service. • Also provides classes for English as a Second Language (ESL) and General Education Development (GED), as well as workplace readiness, life skills, technical skills training, job training, and after-school computer tutorials for youth.

### European School of Languages

**Address:** 2013 Gillette Street, Houston, TX 77006

**Area Served:** Greater Houston

**Days/Hours:** Office: Monday-Sunday, 7am-10pm. • Spanish classes: Tuesday-Thursday, 10am-11:30am and 11am-12:30pm.

**Contact:** Silvia Garrues

**Phone:** 713-924-8775

**Fax:** Not available

**Email:** [silvia@spanishlessonsHouston.com](mailto:silvia@spanishlessonsHouston.com)

**Website:** <http://www.silviaslanguages.com/lessons-for-adults>

**Local Bus Routes:** 40, 56, 85

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** Must register for classes.

**Costs:** Costs vary. • Rates depend upon the number of persons in a class and start at \$299 per course. • Call to ask about specific costs.

**Onsite at Schools:** No

**Languages:** Arabic, Chinese, English, French, German, Italian, Portuguese, Russian, Spanish

**Direct Services:** Offers seven-week Spanish language classes at beginner through advanced levels. • Also offers courses in seven other foreign languages.

## FS Languages

**Address:** 2107 Lexington Street, Houston, TX 77098

**Area Served:** Greater Houston

**Days/Hours:** Office: Monday-Friday, 7am-9pm. • Spanish classes: Monday-Friday, 7am-9pm.

**Contact:** Flavia Schroeder, Director

**Phone:** 713-533-1555

**Fax:** 713-533-0119

**Email:** [info@fslanguageservices.com](mailto:info@fslanguageservices.com)

**Website:** <http://www.fslanguageservices.com/Adult-Language-Classes.html>

**Local Bus Routes:** 27

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** Must register for classes.

**Costs:** Costs vary. • Classes are \$50 per hour and materials are \$80-\$100 depending on the course and language level. • Call to ask about specific costs.

**Onsite at Schools:** No

**Languages:** Arabic, Chinese, Dari, Dutch, English, French, German, Greek, Hebrew, Hindi, Italian, Japanese, Portuguese, Russian, Spanish, Vietnamese

**Direct Services:** Offers Spanish language immersion classes at its offices, at the office of a client, or at the residence of a client. • Also offers translation and interpretation.

## Gulf Coast Community Services Association Inc.

**Address:** 9320 Kirby Drive, Houston, TX 77054

**Area Served:** Harris County

**Days/Hours:** Office: Monday-Friday, 8am-5pm. • Spanish classes: Monday-Friday, 8am-5pm.

**Contact:** Nikoletta Battistoni, Client Services Manager

**Phone:** 713-393-4700

**Fax:** 713-343-8701

**Email:** General questions: [info@gccsa.org](mailto:info@gccsa.org). • Spanish classes: [battistonin@gccsa.org](mailto:battistonin@gccsa.org).

**Website:** <http://www.gccsa.org/adult-education-and-literacy/eslss>

**Local Bus Routes:** 700 (METRO rail), 8

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** Requires proof of identity, proof of residence in Harris County, and proof of income.

**Costs:** Free

**Onsite at Schools:** No

**Languages:** English, Spanish

**Direct Services:** Provides classes for conversational Spanish. • Also provides classes for computer literacy, computer skills, English as a Second Language (ESL), and General Education Development (GED).

## Houston Community College System

**Area Served:** Greater Houston

Location	Address	Days/Hours	Phone	Bus Routes
Main Office	3100 Main Street, BD07, BD08, BD09, Houston, TX 77002	Monday-Friday, 8:30am-4:30pm	713-718-5400	700 (METRO rail), 82
Northeast	555 Community College Drive, Houston, TX 77013	Monday-Thursday, 8am-10pm, Friday, 8am-4pm	713-718-8300	11, 97
Northline	401 Northline Mall, Houston, TX 77022	Monday-Thursday, 8am-10pm, Friday, 8am-4pm	713-718-8000	85

Location	Address	Days/Hours	Phone	Bus Routes
Town and Country	1010 West Sam Houston Parkway North, Houston, TX 77043	Monday-Thursday, 8am-10pm, Friday, 8am-4pm	713-718-5700	26, 39, 70, 72
Westgate	1550 Foxdale Drive, Houston, TX 77084	Monday-Thursday, 8am-10pm, Friday, 8am-4pm	713-718-7800	Not available

**Contact:** David Joost

**Fax:** 713-718-7617 or 713-718-5377

**Email:** General questions: [hcc.adulteducation@hccs.edu](mailto:hcc.adulteducation@hccs.edu). • Programs: [david.joost@hccs.edu](mailto:david.joost@hccs.edu).

**Website:** <http://www.hccs.edu/corporate-college/training-solutions/spanish-esl-languages>

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** No area restrictions. • Requires registration for classes and a language assessment.

**Costs:** Free

**Onsite at Schools:** Yes. • Offers Adult Basic Education (ABE) at 12 HISD schools.

**Languages:** English, French, German, Khmer, Lao, Persian, Russian, Spanish, Thai, Vietnamese

**Direct Services:** Offers Spanish language classes. • Also offers classes for Adult Basic Education (ABE), English as a Second Language (ESL), and General Education Development (GED). • Refugee program provides workplace literacy and help with employment status and legal needs.

### Houston Public Library

**Address:** 500 McKinney Street, Houston, TX 77002

**Area Served:** Houston

**Days/Hours:** Monday-Thursday, 10am-8pm, Friday-Saturday, 10am-5pm, Sunday, 1pm-5pm

**Contact:** Rhea Lawson, Executive Director

**Phone:** 832-393-1313

**Fax:** Not available

**Email:** Not available

**Website:** <http://houstonlibrary.org/research/world-languages>

**Local Bus Routes:** 40, 85, 161, 214

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** Requires a Houston Public Library card. • Requires creating an online account profile. • Call ahead for specific hours at each branch location.

**Costs:** Free

**Onsite at Schools:** No

**Languages:** Arabic, Bengali, Chinese, English, Farsi, French, German, Gujarati, Hindi, Italian, Japanese, Korean, Marathi, Portuguese, Russian, Spanish, Tamil, Telugu, Turkish, Urdu, Vietnamese

**Direct Services:** Offers books, audiobooks, online media, and other resources in 20 languages. • Provides Mango language learning resources in eight languages • Provides a searchable online database of library events organized by age group, library, and event type. • Operates a system of 31 Neighborhood Libraries, four Regional Libraries, three Special Collection Libraries, four Express Libraries, the HPL Mobile Express, the satellite library located at the Children's Museum of Houston, and the Central Library.

### Rice University School of Continuing Studies – Foreign Language Program

**Address:** 6100 Main Street, Houston, TX 77005

**Area Served:** Greater Houston

**Days/Hours:** Office: Monday-Friday, 8:30am-5pm. • Spanish classes: Monday-Thursday, 5:45pm-7:15pm and 7:30pm-9pm.

**Contact:** Estefania Hernandez, Enrollment Coordinator

**Phone:** 713-348-4019

**Fax:** 713-348-6131

**Email:** [fl@rice.edu](mailto:fl@rice.edu)

**Website:** <http://languages.rice.edu/about-foreign-language-program>



**Local Bus Routes:** 700 (METRO rail), 56

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** Requires an application. • Requires payment at the time of application. • Must take a pre-enrollment placement test if one already knows some Spanish.

**Costs:** Costs vary. • Tuition is \$440 per eight-week session. • Call to ask about specific costs.

**Onsite at Schools:** No

**Languages:** Arabic, Chinese (Mandarin), English, French, Italian, Japanese, Portuguese, Russian, Spanish

**Direct Services:** Offers eight-week Spanish language courses at beginner, intermediate, and advanced levels.

• Classes focus on conversation, reading, writing, and Spanish culture and meet three hours per week. • Also offers courses in seven other foreign languages.

### Saint Vincent de Paul Catholic Church

**Address:** 6800 Buffalo Speedway, Houston, TX 77025

**Area Served:** Houston

**Days/Hours:** Monday-Friday, 8:30am-5pm

**Contact:** Mary Gosline, Director of Communication

**Phone:** 713-667-9111

**Fax:** 713-667-3453

**Email:** [mgosline@svdp-houston.org](mailto:mgosline@svdp-houston.org)

**Website:** <https://svdp-houston.org/adult-life-ministries-1>

**Local Bus Routes:** 2, 10

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** No area restrictions.

**Costs:** Free

**Onsite at Schools:** No

**Languages:** English, French, Italian, Spanish

**Direct Services:** Offers weekly language classes for adults, which last one to two hours.

### Texas Southern University

**Address:** 3100 Cleburne Street, Houston, TX 77004

**Area Served:** Greater Houston

**Days/Hours:** Office: Monday-Friday, 8am-5pm. • Spanish classes: Monday, 5:30pm-8:30pm and Wednesday, 5:30pm-8:30pm.

**Contact:** William Hamilton, Programs Coordinator

**Phone:** General questions: 713-313-7762. • Spanish classes: 713-313-7489.

**Fax:** 713-313-7851

**Email:** [hamiltonwj@tsu.edu](mailto:hamiltonwj@tsu.edu)

**Website:** <http://www.tsu.edu/academics/colleges-and-schools/office-of-continuing-education>

**Local Bus Routes:** 4, 25

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** Requires registration for courses. • Requires payment at the time of application.

**Costs:** Costs vary. • Tuition is \$220 per course excluding books and audio materials. • Call to ask about specific costs.

**Onsite at Schools:** No

**Languages:** English, Spanish

**Direct Services:** Offers semester-long courses in conversational Spanish.

## University of Houston at Clear Lake School of Continuing Education

**Address:** 2700 Bay Area Boulevard, Houston, TX 77058

**Area Served:** Greater Houston

**Days/Hours:** Office: Monday-Thursday, 8am-6pm, Friday, 8am-5pm. • Spanish classes: Monday-Thursday, 4:30pm-8:30pm.

**Contact:** Christine Paul, Program Director

**Phone:** 281-283-3033

**Fax:** 281-283-3407

**Email:** [paul@uhcl.edu](mailto:paul@uhcl.edu)

**Website:** <http://prtl.uhcl.edu/continuing-education/foreign-language-english-enhancement/languages>

**Local Bus Routes:** Not available

**Ages/Grades Served:** Adults ages 18+

**Eligibility:** Requires registration for courses.

**Costs:** Costs vary. • Tuition is \$145 per course excluding books and audio materials. • Call to ask about specific costs.

**Onsite at Schools:** No

**Languages:** Chinese (Mandarin), English, French, German, Italian, Japanese, Polish, Portuguese, Russian, Spanish, Vietnamese

**Direct Services:** Offers seven-week courses in 10 foreign languages. • Offers Spanish at beginner to advanced levels. • Each weekly class is 90 minutes. • Specific course hours vary by the languages and course levels selected.

## FACE PRODUCT EVALUATION FORM

Product Name: \_\_\_\_\_  
Date: \_\_\_\_\_

User(s): \_\_\_\_\_  
School/Location: \_\_\_\_\_

**Directions:** Please tell us a little about you by checking (✓) the circles that apply best to you.

- |  |   |  |  |
|--|---|--|--|
| <input type="radio"/> Student  | <input type="radio"/> Principal           | <input type="radio"/> Parent Educator                  | <input type="radio"/> Board of Education     |
| <input type="radio"/> Parent or Guardian                                 | <input type="radio"/> Assistant Principal | <input type="radio"/> Parent Liaison                   | <input type="radio"/> District Administrator |
| <input type="radio"/> Family Member                                      | <input type="radio"/> Other Campus Leader | <input type="radio"/> School-Based Specialist          | <input type="radio"/> Central Office Staff   |
| <input type="radio"/> Community Member                                   | <input type="radio"/> Classroom Teacher   | <input type="radio"/> School Bus Driver                | <input type="radio"/> FACE Staff             |
|  | <input type="radio"/> School Librarian    | <input type="radio"/> School Custodian                 |  |
| <input type="radio"/> Black or African American                          |   | <input type="radio"/> Hispanic or Latino               |  |
| <input type="radio"/> American Indian, Alaska Native, or Native Hawaiian |   | <input type="radio"/> White or Caucasian               |  |
| <input type="radio"/> Asian or Pacific Islander                          |   | <input type="radio"/> Two or More Races or Ethnicities |  |

**Directions:** Please tell us how you feel about this product. Your answers will help us to improve it. Thank you.

	Very Unsatisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied	Not Applicable
Overall product quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Process for acquiring it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Guidance for users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
First usage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Repeated usage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-acquisition service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### How long have you used this FACE product?

<input type="radio"/>	Less than 1 month
<input type="radio"/>	1 to 2 months
<input type="radio"/>	2 to 3 months
<input type="radio"/>	3 to 6 months
<input type="radio"/>	6 months to 1 year
<input type="radio"/>	1 year or longer
<input type="radio"/>	Have never used it

### How often do you use this FACE product?

<input type="radio"/>	Daily
<input type="radio"/>	3 to 4 times a week
<input type="radio"/>	Weekly
<input type="radio"/>	3 to 4 times a month
<input type="radio"/>	Monthly
<input type="radio"/>	Every 2 to 3 months
<input type="radio"/>	3 to 4 times a year
<input type="radio"/>	Once a year or less often
<input type="radio"/>	Do not use it

**FACE PRODUCT EVALUATION FORM**

**Overall, how satisfied are you with this FACE product?**

<input type="radio"/>	Very satisfied
<input type="radio"/>	Somewhat satisfied
<input type="radio"/>	Neutral
<input type="radio"/>	Somewhat unsatisfied
<input type="radio"/>	Very unsatisfied

**Compared to other products of which you are aware, would you say that this FACE product is:**

<input type="radio"/>	So good that it's in a class by itself
<input type="radio"/>	Much better than most others
<input type="radio"/>	About the same as others
<input type="radio"/>	Somewhat worse than others
<input type="radio"/>	Much worse than others
<input type="radio"/>	Never have used it

**Will you use this FACE product again?**

<input type="radio"/>	Definitely yes
<input type="radio"/>	Probably yes
<input type="radio"/>	Maybe or maybe not
<input type="radio"/>	Probably no
<input type="radio"/>	Definitely no
<input type="radio"/>	Never have used it

**How likely are you to recommend this FACE product to others?**

<input type="radio"/>	Definitely will recommend it
<input type="radio"/>	Probably will recommend it
<input type="radio"/>	Maybe or maybe not
<input type="radio"/>	Probably will not recommend it
<input type="radio"/>	Definitely will not recommend it
<input type="radio"/>	Never have used it

**Based upon your experience with this product, how likely are you to use other FACE products?**

<input type="radio"/>	Very likely
<input type="radio"/>	Somewhat likely
<input type="radio"/>	Neutral
<input type="radio"/>	Somewhat unlikely
<input type="radio"/>	Very unlikely

Other comments about the product: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please send this completed evaluation form to:

Family and Community Engagement Department (FACE)  
 Houston Independent School District (HISD)  
 4400 West 18<sup>th</sup> Street  
 Houston, TX 77092  
 713-556-7290 (main)  
 713-556-6814 (fax)  
[face@HoustonISD.org](mailto:face@HoustonISD.org)