



SURVEY COORDINATOR CHECKLIST

Washington State Healthy Youth Survey 2018

Use this checklist to mark off important steps in the survey coordination process.

Confirm Registration Online

September 7:

- This is your chance to make sure we send you the correct number of materials. Review your school's registration and if any changes are needed, make them online using your **school-specific registration link**. This link was provided in your Confirmation Email when you registered. The link will look like: <http://www.askhys.net/Form/Register?ri=1aa1aa11-1aa1-111a-11a1-a1111aa1a11a>.

Receive the Packet of HYS 2018 Information



September 10:

- Review all enclosed materials.
- Review the Survey Coordinator Guidelines and keep return shipping materials.
- Place the Parent and Student Information Letter, copies of the Survey booklet(s), and the School Office Information and Student Opt-Out List in the school's main office. Let office staff know about the survey.
 - Select a date for the survey to be administered between **October 8 to 19**. If you need extra time, you can administer the survey the next week as long as completed surveys are sent back by October 26.
- Arrange for an alternative activity for students not taking the survey.

Complete Coordinator Training

September 17:

- View the powerpoint and take the quiz at: <http://www.askhys.net/Registration/Training>.

Parent and Student Notification

September 24:

Complete all of the following 4 notifications. *These notifications must take place in order for your school to receive the survey questionnaire:*

- Notify parents of the survey by one or more of the approved methods: mail the Parent and Student Information Letter to parents, send it home with students in a packet of important information, email parents using the approved Email Notification, or make robocalls to parents using the Robocall Notification.
- Post the Parent and Student Information Letter in the commons and/or cafeteria.
- Announce the survey in a school assembly **or** in the classrooms where the survey will be administered.
- Post information about the 2018 Healthy Youth Survey on the school web site using the Website Notification and include a copy or a link to the Parent and Student Information Letter.

Verify Parent and Student Notification
September 24:



- Once all 4 notifications above are complete, verify online that parents and students have been notified by using your **school-specific registration link** (the link provided in your Confirmation Email when you registered). You may also use other forms of communication (such as social media) but they don't substitute for the required methods.

SURVEY QUESTIONNAIRES WILL NOT BE SHIPPED UNTIL YOU VERIFY THROUGH ASKHYS.NET THAT PARENTS HAVE BEEN NOTIFIED.

Receive Box of Survey Materials
October 3:

- Confirm you have enough survey questionnaires
- Prepare survey materials, including removing tear-off questions if your school or district has opted not to administer those questions, and copying Spanish language surveys, if necessary. Create sets of survey materials to distribute to each classroom or group.
- Train teachers to administer the survey (powerpoint at www.AskHYS.net/Registration/Training), including how to use the new **Classroom Instructional Video**. Access the Video at www.AskHYS.net/Administration. If the school or certain classrooms cannot show the Instructional Video, point out the additional information that need to be read from the Administration Instruction.

Administer the Survey
October 8 to 19:

- Notify students again with an announcement the day before the survey.
- Pick up the Student Opt-Out List from the office and inform teachers of students not taking the survey.
- Distribute the sets of survey materials to classrooms on the day of the survey.
- Collect the survey materials after the administration was completed.

Ship the Surveys Back
October 26:

- Ship the Answer Sheet Envelopes with the completed survey answer sheets and the School Packing Form, to Looking Glass Analytics Inc.

Thank you for being a Survey Coordinator!

If you have questions about these instructions, please call 1-877-HYS-7111
or email surveyadmin@askHYS.net

If you need your **school-specific registration link** to verify your school has completed the parent and student notification, please email surveyadmin@askHYS.net