



SURVEY COORDINATOR CHECKLIST

Healthy Youth E-Survey Pilot 2019

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

Receive the Packet of HYS 2019 Information around *September 20*:

- Review all enclosed materials.
- Schedule a meeting with your IT staff and Looking Glass Analytics to determine how the E-Survey can best be implemented in your school.
- Select a date or dates for the survey to be administered between **October 28 to November 15**.
- Place the Parent and Student Information Letter, copies of the Survey Questions and the School Office Information and Student Opt-Out List in the school's main office. Let office staff know about the survey.
- Arrange for an alternative activity for students not taking the survey.

Meet with Your IT staff and Looking Glass Analytics

- Meet with IT staff to discuss the E-survey and designate a HYS technical support staff.
- Schedule A meeting with Looking Glass Analytics and your IT HYS technical support.
- Determine how, when, and where your school will administer the E-survey to your students.
- Schedule the survey date(s):

Parent and Student Notification *by October 7*:

Complete all of the following notifications. *These notifications must take place in order for your school to receive access to the E-Survey.*

- 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 2019 Healthy Youth E-Survey Pilot on the school web site using the Website Notification and include a copy or a link to the Parent and Student Information Letter.
- Once all 4 notifications above are complete, verify online that parents and students have been notified at www.AskHYS.net/Form/Notification. You may also use other forms of communication (such as social media) but they don't substitute for the required methods.

A Week Before the Survey Administration

- Confirm you have enough Resource Lists for each student and Administration Instructions for each classroom.
- Arrange an alternative activity for students not taking the survey.
- Train school staff to administer the E-Survey.
- Work with IT staff to assure computers will be set up and available on the date(s) needed.

Administer the Survey *October 28 to November 15:*

- Notify students again with an announcement the day before the survey.
- Ensure classrooms are prepared for the E-survey.
- Pick up the Student Opt-Out List from the office and inform teachers of students not taking the survey.
- Distribute Administration Instructions, Survey Administrator Feedback Form, and Resource Lists to classrooms.
- Pick up the completed Survey Administrator Feedback Forms.
- Email SurveyAdmin@AskHYS.net when the survey is complete.

Post-Survey Administration Provide Feedback on Survey Administration

- Debrief with LGAN about your experience with the e-survey administration.

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

Throughout the process of E-Survey planning and implementation, the staff of the Looking Glass Analytics are available to help you. Please contact them if you have any issues or questions.