



SURVEY COORDINATOR GUIDELINES

Healthy Youth E-Survey Pilot 2019

The work you do is important to the success of the survey.

Carefully following these instructions helps ensure that results for your school will be accurate and useable. Use the Survey Coordinator Checklist with these guidelines to mark off each important step in the survey administration process. We greatly appreciate your help in this effort!

Survey Instructional Packet

A packet of survey instructional materials will be emailed upon registration. Review the packet of instruction materials to verify you have:

- These Coordinator Guidelines, a Coordinator Checklist, the School Office Information and Student Opt Out List.
- The Parent and Student Information Letter.
- A copy of the Survey Administration Instructions.
- Copies of the 2019 survey questions.

Meet with Your IT staff and Looking Glass Analytics

1. **Work with your school or district IT staff** (or those that support the online State Assessments) to determine how to best implement the 2019 HYS E-Survey Pilot at your school:
 - Inform them about HYS and the 2019 E-survey pilot.
 - Find out if your school's computer capacity. Do all students have one-to-one access, are computers shared, or are they available in a computer lab?
 - Plan how your school can conduct a voluntary and anonymous E-survey.

2. **Work with Looking Glass Analytics** to let them know what you need to administer the E-Survey at your school:
 - Designate one IT staff person as your HYS technical support staff. Email their contact information to SurveyAdmin@AskHYS.net
 - Schedule a phone call or in-person meeting with Looking Glass Analytics and your IT staff.
 - Further plan how, when, and where your school will administer the E-survey to your eligible students.
 - Unique URLs to access the E-survey will be emailed to you and to your designated technical support staff. The URLs will include your OSPI school identification number and the grade level of students taking the survey.
 - Determine if your school is going to enter the URLs for students or have them enter the URLs themselves.
 - Email or call Looking Glass Analytics with any questions or concerns throughout the entire pilot process.

3. **Schedule the Survey Date(s):**

The survey should be administered during the weeks of **October 28 and November 15**. If you need extra time, email SurveyAdmin@HYS.net or call toll-free 1-877-HYS-7111 to make arrangements.

 - Work with your school administrators, IT staff, and other staff to pick survey times that will be the most convenient for the school and when large groups of students will not be missing. Students may take the survey on a different day or time.

After properly notifying parents and students about the survey and verifying that all notification procedures are complete online, your school's unique E-survey URL will be emailed to you and your HYS technical support staff.

Survey Notification

Notify parents and students about the survey if you have not done so, no later than **October 7**. And verify that you have completed the notification, so E-Survey access URLs can be sent.

Notify school office staff about the survey.

- ❑ Give staff a copy of the School Office Information and Student Opt Out List after filling in your name on the "Your school's HYS Survey Coordinator is:" line on the front of the form.
- ❑ Place a copy of the Parent and Student Information Letter and copies of the Survey Questions in the school's main office. Parents may review the Survey Questions if they wish (but not students). The Letter can be reviewed by both parents and students.
- ❑ Educate staff in the school's main office so they are aware of the survey and know where copies of the Parent and Student Information Letter and Survey booklets are. Ensure they know how to respond to questions about the survey and how to use the Student Opt Out List for any students or parents who decline participation.

Notify parents and students about the survey.

All of the following steps are required by the Institutional Review Board to appropriately notify parents and students about the survey. Copies of the Parent and Student Information Letter are available in English and Spanish:

- ❑ Posted online at www.AskHYS.net/Administration
- ❑ Sent with the Registration Confirmation e-mail when your school registered and e-mailed to Survey Coordinators in September.

All three of these steps must be **completed by October 7**. Once all are complete, your school must verify online that parents and students have been properly notified at www.AskHYS.net/Form/Notification.

1. Notify **parents** about the survey by *October 7* using an appropriate method to reach parents.
 - Email parents about the survey using the approved Parent Email Notification text (available at www.AskHYS.net/Administration) and attach a copy of the Letter to the email.
 - Make robocalls to parents about the survey using the approved Parent Robocall Notification language (available at www.AskHYS.net/Administration).
 - Send the Information Letter home with students with other important school information.
 - Mail the Information Letter as a stand-alone letter.
2. Notify **students** at school about the survey by *October 7* using both of the following IRB-approved methods agreed to by the school principal at registration.
 - Post the Parent and Student Information Letter in a school common area, the cafeteria or on bulletin boards, **AND**
 - Notify students about the survey during a school assembly **or** by announcing it in the classroom in which the students will take the survey. Include the following information:
 - Remind students to read the Parent and Student Information Letter that is available on their school's website.
 - Inform students they may also see the Parent and Student Information Letter by viewing a copy in the office and give them the name of a person (such as the Survey Coordinator) to contact if they have any questions regarding the survey.
3. Post information about survey on your **school's web site** by *October 7*.
 - Post the information in a prominent location using the Website Notification text (available at www.AskHYS.net/Administration), including a link to the Parent and Student Information Letter.

Feel free to add additional information about your school's HYS administration to the parent email, robocall or on your website. You may also notify parents and students by other methods, if desired, although these do not replace the required methods listed above. Additional notification could include announcing the survey on the intercom or public announcement system, using social media, posting on reader boards, posters, handing out extra copies of the Parent and Student Information Letter, or any other method the school uses to communicate with students.

Prepare the Classrooms for the E-Survey

1. **A box of survey materials** should arrive by **October 14**. **Open** the box or boxes of survey materials **immediately** to verify you have:
 - ❑ The URL for the e-survey
 - ❑ Enough Administration Instructions for each class or group taking the survey.
 - ❑ Enough If You Need Some Help resource lists for each student taking the survey. These come in packs of 30.
 - ❑ Create sets of survey materials to distribute to each classroom or group, including:
 - One Survey Administration Instructions
 - One If You Need Some Help resource list for each student.
 - One Survey Administrator Feedback Form
 - ❑ Email SurveyAdmin@AskHYS.net or call toll-free 1-877-HYS-7111 right away if there are problems with your order or if you have questions.
2. **Arrange for an alternative activity** for students who choose not to take the survey.
 - ❑ Decide what alternative activity will be provided and whether or not these students will remain in the same room or be asked to move to another room.
 - ❑ Each building may decide what alternative activity to provide in the school, as long as it is an appropriate activity (e.g., free reading time, assigned supplemental reading, a library assignment, if arranged in coordination with the school librarian, or another appropriate activity). Activities such as cleaning litter off the football field or allowing students to leave school early are inappropriate.
3. **Train teachers** to administer the survey.
 - ❑ Arrange a time to meet with the teachers/staff who will be administering the survey.
 - ❑ Discuss the following key elements needed for a successful administration:
 - Describe the survey's purpose.
 - Emphasize that student participation in the survey is **anonymous and voluntary**. It's important that students do not feel that they must participate in the survey.
 - Inform teachers about the alternative activity for students who will not participate in the survey.
 - Describe the importance of teachers protecting the anonymity of the data.
 - Ask teachers to create an environment where students feel comfortable providing honest answers.
 - Explain to teachers the importance of the survey and how the results can be used to better understand your school's climate, for school planning and improvements, and justify existing programs or apply for funding for programs to help students.
 - ❑ A Classroom Administrator Training PowerPoint to help you train teachers to administer the survey is available at www.AskHYS.net/Registraion/CoordinatorTraining.

The Day Before Administration

1. Repeat an announcement to students about the survey on the day prior to the administration.
2. Check in with IT staff to **ensure the URL works and everything is ready** for administration.

The Day of Administration

1. Pick up the **Student Opt Out** List from the school office and inform teachers of students who are to participate in the alternative activity rather than taking the survey.
2. Distribute the URL, the Administration Instructions, the Survey Administrator Feedback Form, and Resource Lists to each classroom taking the survey.
3. Pick up completed Survey Administrator Feedback Forms.
4. Email SurveyAdmin@AskHYS.net once the E-Survey is complete in all classrooms.

After Administration

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

Thank you for your assistance! If you have other questions about any of these instructions, please email SurveyAdmin@AskHYS.net or call toll-free 1-877-HYS-7111.