



## **SURVEY COORDINATOR CHECKLIST**

### **Healthy Youth E-survey 2020**

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

#### **Receive Survey Instructional Packet in early September**

- Review all enclosed materials, especially the Survey Coordinator Guidelines.
- Schedule the survey date and time(s) so that students will have 45 to 50 minutes to take the survey.
- 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 12 to 30. If you need extra time, you can administer the survey the next week as long as completed surveys are completed
- Enter the date and time range that the e-survey will stop and end online. Log onto the Registration page on Askhys.net and click the 'edit' button and enter your date/time range.
- Arrange for an alternative activity for students not taking the survey.
- Take the Required Survey Coordinator Training in early September** View the training powerpoint and take the quiz at: [www.AskHYS.net/Registration/CoordinatorTraining](http://www.AskHYS.net/Registration/CoordinatorTraining).

Notify parents and students as soon as possible to ensure that your e-survey link(s) are accessible on time. Survey links will not be activated until all notifications are complete and you've submitted the online Verify form. All notification must be complete at least 2 weeks before the survey.

#### **Notify Parents and Students about the Survey in early to mid-September**

- Notify parents** of the survey in the way that you normally notify them about important issues using at least one of these methods:
  - Mail or send home the Parent and Student Information Letter, OR
  - Email, make robocalls, or use the Skyward system to notify parents about the survey using the approved Web-Email-Robo Call Sample Language and attach a copy of the Information Letter to emails or Skyward.
  - Post information about survey on your school's web site in a prominent location using the Web-Email-Robo Call Sample Language and include a link to the Information Letter.
    - You may use other forms of communication to notify parents, but they don't substitute for the required methods.
- Notify students** at school about the survey using both of methods:
  - Post the Parent and Student Information Letter in the commons and/or cafeteria.
  - Announce the survey in a school assembly **or** in the classrooms.
- Post information about HYS on the **school web site** using the Website Notification and include a copy or a link to the Parent and Student Information Letter.
- Confirm online that all notifications steps are complete** by filing out the **Verify form**:
  - Log in to AskHYS and go back to the registration page. Click on Verify to complete the form.

**Complete the Verify form as soon as possible! Submitting the Verify form and entering your survey date/time range triggers the system to send activate your e-survey link(s).**

Online Verification must be submitted at least 2 weeks before the e-survey.  
If you're giving the e-survey on October 12<sup>th</sup>, the last day to complete verification is September 28<sup>th</sup>.

**Train Teachers to Administer the Survey in late September**

- Train teachers about their importance of the HYS and how to administer the survey (using the powerpoint at [www.AskHYS.net/Registration/CoordinatorTraining](http://www.AskHYS.net/Registration/CoordinatorTraining)), including how to use the Classroom Instructional Video.

**Meet with Your IT staff** Meet with your IT staff to discuss the E-survey and designate a HYS technical support staff.

- Determine how to distribute e-survey links to students.
- Work with IT staff to test the survey links and to assure computers will be set up and available on the date(s) needed.
- Print enough copies of the Resource List for each student, and Administration Instructions for each classroom.

**Administer 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 and copies of the Resource List to each classroom.

**Thank you for your assistance!**

If you have other questions about any of these instructions, please email [surveyadmin@askHYS.net](mailto:surveyadmin@askHYS.net) or call toll-free 1-877-HYS-7111.