



SURVEY COORDINATOR CHECKLIST

Healthy Youth 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. Confirm you have enough survey booklets.
- 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 sent back by November 6.
- 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.

Notify parents and students as soon as possible to ensure that your survey materials arrive on time. Survey materials cannot be shipped until all notifications are complete and you've completed 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 triggers the system to send your survey materials. Survey materials cannot be sent until you submit the Verify form.

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

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), including how to use the Classroom Instructional Video.

Receive of Box of Survey Materials in early October

- Prepare survey materials:
 - Remove tear-off questions if your school or district has opted not to administer those questions
 - Make copies of Spanish surveys, if necessary.
 - Create sets of survey materials, including: Answer Sheet Envelope and Administration Instructions for each classroom.
 - Survey booklets and resource lists for each student. Spanish surveys as necessary.

Administer the Survey October 12 through October 30

- 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.

After the Survey & Ship Surveys Back by November 6

- Ship the Answer Sheet Envelopes with the completed survey answer sheets to Looking Glass Analytics Inc. using the pre-paid FedEx label.
- Email SurveyAdmin@AskHYS.net if you need help with shipping.

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