



SURVEY COORDINATOR GUIDELINES

Healthy Youth Survey 2020

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!

All of the materials that you need to implement HYS are at www.AskHYS.net/Administration.

Review Survey Instructional Packet in early September

- ❑ A packet of survey instructional materials will be emailed upon registration. Review the packet of instruction materials to verify you have:
 - Coordinator Guidelines, a Coordinator Checklist, the School Office Information and Student Opt Out List, the Parent and Student Information Letter, the Survey Administration Instructions, and copies of the survey questionnaires.

Select a Survey Date and Time in early September

- ❑ The survey **should be administered** during the weeks of **October 12 through October 30**.
- ❑ Work with your school administrators and other staff to pick a day that will be the most convenient for the school and a day when large groups of students will not be missing.
- ❑ Schedule the survey time(s) so that students will have 45 to 50 minutes to take the survey.
- ❑ Students who are not present at the school full-time, including those participating in alternative programs and Running Start, may take the survey on a different day or time during the same one-week period as the rest of the school. This does not include full-time students who were absent on the day of the survey.

CRITICAL STEP:

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 steps must be complete at least 2 weeks before the survey.

Notify Parents and Students About the Survey in early to mid-September

The Parent and Student Information Letter is available in English, Spanish, and 16 additional languages at www.AskHYS.net/Administration.

- ❑ Notify **parents** about the survey using at least one of the following methods.
 - 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.
 - Send the Information Letter home with students.
 - Mail the Information Letter home.
- ❑ Notify **students** at school about the survey using both of methods:
 - Post the Parent and Student Information Letter in a school common area, AND
 - Notify students about the survey during a school assembly or in the classroom in which the students will take the survey.
- ❑ Post information about survey on your **school's web site**.
 - Post the information in a prominent location using the Web-Email-Robo Call Sample Language and include a link to the Information Letter.

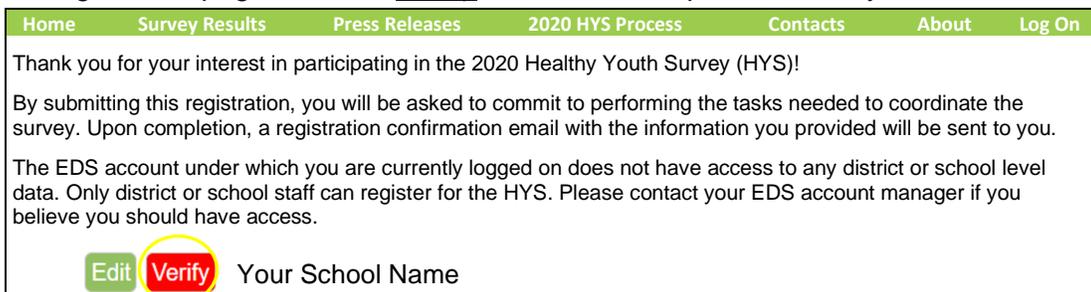
Additional notification could include announcing the survey on the intercom or public announcement system, using social media, posting on reader boards, posters, handing out extra copies of the Parent and Student Information Letter, or any other method the school uses to communicate with students. These methods do not replace the required methods listed above.

❑ **Confirm that all notifications steps are complete online** by filing out the **Verify form**:

- Log in to AskHYS and go back to the registration page:



- On the registration page, click the **Verify** button and complete the Verify 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.

Notify School Office Staff About the Survey in September

- ❑ 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.

Take the Required Survey Coordinator Training in late September

Complete the online Survey Coordinator Training at least two weeks before the survey, available at www.AskHYS.net/Registraion/CoordinatorTraining:

- ❑ Go through the Coordinator Training Presentation PowerPoint
- ❑ Take the short online Training Quiz (to fulfill your training requirement)

Arrange for an Alternative Activity in late September

- ❑ 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.

Train Teachers to Administer the Survey in late September

- ❑ 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.
- ❑ Show teachers the Classroom Instructional Video at: <https://youtu.be/6mwJav2QVtY>

Receive of Survey Materials in early October

- ❑ Survey materials should arrive **around early October** (once online parental notification confirmation is submitted). Survey orders were packed for each school. If you are a Survey Coordinator for multiple schools, you will receive each school's materials as a separate shipment.
- ❑ Open the box or boxes of survey materials **immediately** to verify you have:
 - A pre-paid return shipping label and one copy of each Spanish translation of the Survey booklets used at the school.
 - Enough Survey booklets for the students in each grade who are taking the survey. The booklets come in packs of 30.
 - The correct Survey booklets. Make sure you have the right TYPE of booklet (and the right COLOR for the GRADES you will survey:
 - The blue survey Forms A/B are for Grades 8, 10 and 12 (also used for Grades 9 and 11 if you're registered as a "small school")
 - The green survey Form C is for Grade 6 (also Grade 7 if a "small school")
 - Enough Answer Sheet Envelopes for each class or group taking the survey.
 - Enough If You Need Some Help resource lists for each student taking the survey. These also come in packs of 30.
- ❑ Retain the items you will need for returning the survey materials after administration.
 - Save one of the boxes your order came in.
 - Save the pre-paid return shipping label to place on the box for return delivery.

Email surveyadmin@askHYS.net or call toll-free 1-877-HYS-7111 immediately if there are problems with your order or if you have questions.

Prepare Survey Materials for Distribution in October

- ❑ If your school is not asking the questions on sexual behavior and abuse, remove the second to the last perforated page of each survey booklet.
 - If you are using the blue Forms A and B, re-interleave them so that they are alternated A-B-A-B.

- Do not remove the last page of the survey booklet – the answer sheet where students “bubble-in” their answers
- Prepare any Spanish translation version(s) of the survey(s) if needed:
 - Determine the number of students in each grade who need a Spanish version.
 - The box of survey materials contains Spanish version(s). The Spanish versions are labeled Forms A, B, and C and correspond to the English Survey booklet Forms A, B, and C.
 - Make copies of the appropriate number of Spanish versions of the survey(s) for each of the students using the Spanish survey.
 - Remember that the Survey booklet Forms A and B are for grades 8, 10 and 12 and the forms need to be alternated (A, B, A, B). For example, if you have ten Grade 8 students using the Spanish version, make five copies of Form A and five copies of Form B and alternate them.
 - The Spanish versions do not have scannable answer sheets, so you will need to give every student using the Spanish survey a matching English Survey booklet. If you have ten Grade 8 students using the Spanish version, you will need five English Form A Survey booklets and five English Form B Survey booklets, then group the matching Spanish and English Forms together (keeping them alternated A, B, A, B).
 - Students taking the Spanish survey will tear out and use the answer sheet at the end of the English Survey booklet to mark their answers.
- Create sets of survey materials to distribute to each classroom or group, including:
 - One Answer Sheet Envelope
 - One Survey Administration Instructions
 - One Survey booklet for each student
 - One If You Need Some Help resource list for each student.
 - One Spanish survey and one matching English Survey booklet for each student taking the survey in Spanish.
- Distribute materials to each classroom on the day of the survey.

After Survey Administration

- Collect the Answer Sheet Envelopes from classrooms containing the completed answer sheets.
 - Make sure all completed survey answer sheets from that classroom are in the same Answer Sheet Envelope.
 - Make sure the information on the Answer Sheet Envelope is complete for each classroom.
 - Recycle any used or unused administration or survey materials.
- **Repackage the survey materials for return shipping.**
 - If you are the Coordinator for multiple schools, it is essential that you keep the materials from each school separate and return them to Looking Glass Analytics as separate shipments just as they were shipped to you.
 - Package **only** the sealed Answer Sheet Envelopes containing the completed answer sheets Stack the Answer Sheet Envelopes flat in the box.
 - Attach the pre-paid return shipping label to the box.
 - Recycle all other materials.
- **Return the survey materials by November 6**
 - To schedule a pickup or find a FedEx shipping location, go to www.fedex.com/us/
 - Request a FedEx **Express** Pick-up.
 - Your shipping label is pre-paid, so you should not have to pay anything or sign up for a FedEx account.
 - If FedEx requires an account, if FedEx will not pick up your box, or if you have any questions about returning materials, email surveyadmin@askHYS.net or call toll-free 1-877-HYS-7111 to arrange other return options.

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.