

School Survey Coordination Procedure

This section provides an overview of the activities you will be responsible for as the school survey coordinator. These activities include:

1. Distributing parent letters and surveys (if applicable) to teachers
2. Training teachers on survey administration
3. Reminding teachers to send out and collect parent letters
4. Following up with teachers regarding survey materials
5. Collecting all survey materials after survey administration (paper administration only)
6. Receive an attendance report for the day of administration
7. Packaging and shipping materials back to Arizona State University.

***Please keep the box that the survey materials were mailed in because you will use it to return the surveys to Arizona State University.

1. Distributing Administration Packets to Teachers

Administration packets, parent letters, and paper surveys (if applicable) should be distributed to teachers administering the survey **AT LEAST 8 DAYS** prior to the survey administration date. Teachers who will be administering the survey to multiple classes should be given one packet per class and receive enough surveys and letters for all students. You will be responsible for delivering all survey materials to a central location for teachers to pick up (most often the front office) or handing them out during the teacher administration training. The teacher packets include an introductory letter to teachers and teacher instructions/administration protocol.

2. Training Teachers on Survey Administration

You should make arrangements with the participating teachers to have a brief meeting (15-30 minutes) **AT LEAST 8 DAYS** prior to the administration date to train them on the study procedures. During the training, you should review the teacher instructions, the parental assent letters, and the class instruction script. Questions regarding these documents should be addressed at that time. Copies of these materials are attached to Dr. Pardini's letter. During the training, instruct teachers to prepare an alternate activity for students who will

not be participating, including students who are not in the 8th, 10th, or 12th grade. Students who are not in the 8th, 10th, or 12th grade should not be allowed to participate in the survey.

Please instruct your teachers to NOT walk around the classroom as the survey is being administered. We want students to feel as comfortable as possible and ensure that their responses will not be seen by others. If teachers are walking around, students may feel that their responses are not private and may not feel comfortable answering honestly.

One of the most important demographic variables captured in the survey is student's home zip code. Please notify your teachers to instruct students to come to class on the survey administration date knowing the zip code of their primary residence.

3. Reminding Teachers to Send Parent Letters Home

You should remind teachers that parent letters should be sent home with students **AT LEAST 7 DAYS** before the survey date.

4. Following-up with Teachers Regarding Survey Materials

Follow up with teachers **THE DAY BEFORE** the survey administration date to ensure they have all the necessary materials for survey administration.

5. Collecting Survey Packets (Paper Administration Only)

At the end of the administration day, you will be responsible for collecting the sealed envelopes containing the student surveys for each class. Do not open the survey envelopes once they have been sealed. You may want to ask the participating teachers to deliver the sealed envelopes to your office after the surveys have been completed.

6. Receive an Attendance Report for the Day of Administration

Ask the school registrar for an attendance report for the day of administration. This should contain the numbers of total students enrolled grades and the total number of students absent in the 8th, 10th, and/or 12th. Do not send in any information with student names or identifying information. This information is an important component for the school level reports because it provides a more accurate picture of the data received.

7. Packaging and Shipping Materials

When all packets have been collected from participating teachers, you will package and return all survey materials to Arizona State University. A pre-paid FEDEX return address label is included with the materials. If you did not receive one, please contact Arizona State University, Romain Decrop, 484-707-8051 as soon as possible. Please remove the old FEDEX label prior to placing the new label on the box. If more than one carton is shipped, each carton needs to be labeled as “1 of 3,” “2 of 3,” “3 of 3,” etc. Below is a summary of the instructions for mailing the returned surveys to Arizona State University.

- Use the box that the survey materials came in or another appropriate box.
- Put all survey materials, including both completed and blank surveys, in the box and seal tightly.
- If using a box other than the one that was sent to your school, clearly mark on the outside of the box the name of your school and school code.
- Attach the enclosed, prepaid FEDEX mailing label on the box.

Contact Romain Decrop at 484-707-8051 to arrange a FEDEX pick-up, or you can drop the package off at any FEDEX mailing station.

These materials should be addressed to:

Romain Decrop
Arizona State University
411 N Central Ave, Suite 650
Phoenix, AZ 85004