



SCHOOL SITE COORDINATOR GUIDELINES - 2016 ILLINOIS YOUTH SURVEY

PAPER SURVEY ADMINISTRATION

Thank you for overseeing the administration of the Illinois Youth Survey in your school. This handout lists the materials you are receiving and provides guidelines for selecting classrooms, scheduling the survey date, notifying parents, distributing surveys to teachers, and shipping your school's completed surveys back to us. If you have any questions about these procedures, please contact an IYS coordinator at CPRD using the information at the end of this document.

CONTENTS OF THIS BOX (or multiple boxes for large schools)

1. This handout
2. Materials return checklist
3. Parent notification letter
4. Pre-paid UPS Ground labels to return your materials (1 for each box)
5. Student survey booklets shrink-wrapped in sets of 50, the number requested during registration or confirmation. There are different versions of the survey forms, depending on grade level and language. *The 8th grade survey form is most appropriate for 8th grade students but can be used to survey 6th or 7th graders if the reading level of the students will permit completion in one class period.*
6. Survey return envelopes for each participating classroom. Teacher's administration instructions are included in each envelope.
7. The same number of pencils as surveys also packed in boxes of 50

IDENTIFYING YOUR SURVEY SAMPLE

In order to produce results that are representative of the whole grade level and minimize sampling error, **target all students in participating grade levels** (8th, 10th, and/or 12th). For schools that have decided to target less than all students at any grade level, please contact an IYS coordinator at CPRD for tips on how to choose students to survey while maintaining an adequate and representative sample.

If additional survey materials are needed, please contact an IYS coordinator using the information at the end of this document. **Do not photocopy survey forms** as they cannot be tabulated.

SELECTING SURVEY ENVIRONMENT

You will need to determine the environment you will use to administer the survey. This can be done in many different ways; a few of them are listed below. Regardless of the environment selected, please be sure that students will take the survey in a quiet, comfortable location with at least 40-50 minutes to finish and that the teacher/proctor is amenable to administering the survey. Respondents should also be sitting at desks or chairs with a writing surface. Administering surveys to large groups in places like a school gymnasium is typically not an effective strategy due to noise levels and potential compromises in confidentiality.

- Identify a **subject** taken by all students in the participating grade level and schedule the survey to be administered during all classes. Possible subjects include English or P.E., but the best ones for your school may vary.
- Identify a **class period** that would be most conducive to surveying and schedule all eligible students to survey at that time, regardless of the class they are in.

- Use an **all-school assembly schedule** and use the time normally dedicated to an assembly to administer the survey to all eligible students.

SCHEDULING THE SURVEY DATE(S)

When scheduling the survey, please keep the following in mind:

- Giving the survey to all participating students on the same day will minimize the opportunity for “cross talk” between those who have already taken the survey and those who haven’t.
- Higher rates of absenteeism tend to decrease survey validity, so try to avoid low attendance days.
- Surveying during high stress times, such as preparation for standardized testing, can affect how the survey is administered and in turn how accurate and representative your results will be. Be cognizant of other competing priorities teachers may have and try to solicit help from others such as PTA members or community partners to administer the survey if need be.

NOTIFYING PARENTS

Schools are required to use a *minimum of two methods* to alert parents of the upcoming IYS. All written notification should include a link to the page on the IYS website where parents can see, download and sign a parent denial form. Keep a printed copy of all survey forms and additional questions to be administered at your school in the office for parents to review.

1. **Parent Notification/Denial Form (Required):** All parents should receive a printed parent notification letter. In this letter, parents are notified that the survey is being administered and have the opportunity to withdraw their child from the survey by signing and returning a short statement declining participation. The parent notification/denial form (in both English and Spanish) can be found on the IYS website at <https://iys.cprd.illinois.edu/conducting/opt-out>. This form should be customized to include when the survey will be conducted, in what environment, and a contact at the school for questions. It should also be printed on school or district letterhead.
2. **Supplementary Notification Options:** Schools are required to choose at least one supplementary method to increase the likelihood that all parents will receive notification of the survey and have their opportunity to exercise their right to deny permission. Possible methods include an article posted to the school website or social networking page, announcements at PTA meetings, parent emails, listservs sponsored by the school, or inclusion in school or classroom newsletters/blogs. A sample generic flyer is posted on the parent notification page of the IYS website (visit link above).

Returned parental denial forms should be collected in the school office. A log of returned forms should be kept, along with identifying student information. A list of students excluded from participation due to parental denial should be given to each classroom teacher/proctor on the day the survey is administered. All returned parental denial forms should remain at the school for 1 year.

Schools that are required to use an active consent process due to district policies should inform CPRD and discuss methods to obtain as many parent responses as possible. Note that active consent processes have been known to be much more labor-intensive and result in a biased sample of students allowed to complete the survey.

COMPILING ADDITIONAL QUESTIONS (optional)

If your school has decided to include additional local questions, a copy of those questions will be needed for each student or an overhead that would be displayed during survey administration should be printed for each classroom. **Students will answer using the printed grid of answer blanks at the end of the survey booklet.** Questions should be numbered beginning with “1” through a maximum of 30, with response options labeled from “a” to a maximum of 8 responses, or “h”. All questions should be listed as mark only one response. Schools should send a copy of their additional questions to CPRD approximately 2 months before surveying. A template and suggested question lists are available on the IYS website at <https://iys.cprd.illinois.edu/conducting/additions>.

SELECTING AN ALTERNATIVE ACTIVITY

A supervised alternate activity will need to be arranged for those who will not be participating in the survey. The activity should not be so desirable that participants would prefer to do it rather than complete a survey. At the same time, the activity should not be perceived by participants as punitive -- they must not feel coerced to complete the survey. Supervised study time or free reading are options that are frequently utilized. Reasons for not surveying include ineligible grade level, parent denial, or student decision.

TRAINING SURVEY PROCTORS

Review proctor guidelines and view the “IYS Survey Administration – Paper” video on the IYS website. Plan a meeting with those that have been assigned to administer the survey at your school to ensure all proctors understand how to effectively administer the survey. The video can be found on the IYS website at <https://iys.cprd.illinois.edu/resources>.

PREPARING CLASSROOM PACKETS

Please distribute materials to teachers of participating classrooms allowing enough time before the survey date for review of the procedures and to ask any questions that arise. Each teacher/proctor should receive:

1. Alternative activity to be assigned to non-participating students and a list of which students should be excluded based on parental denial or ineligible grade level
2. Enough surveys in the appropriate grade levels and languages for their classroom
3. One survey return envelope with teacher administration instructions already inserted inside
4. Pre-sharpened pencils for each student, provided by CPRD
5. Additional questions list for each student (if applicable)

ORGANIZING AND SHIPPING COMPLETED SURVEYS

Be sure to keep track of the envelopes that have been distributed to teachers/proctors to ensure that all are returned before shipping them back to CPRD for scanning.

- Please check each classroom's survey return envelope to ensure that the grade level(s) and language(s) included are circled and that they are sealed shut.
- Using the box(es) in which the materials were shipped to you, package contents according to the materials return checklist.
- Affix a preprinted, pre-paid return service (RS) mailing label, and then give the package to your UPS driver during a regular pickup or delivery. If you do not have a regularly scheduled pickup with UPS, you can take the survey package(s) to a UPS Customer Counter or call 800-PICK-UPS (800-742-5877) to schedule a pickup. *Please note that scheduling a separate pickup may result in a fee being charged to your school.*

SURVEY RESULTS

After your results are tabulated, we will email your principal with instructions on how to access your school's secure results site through the IYS website. You should expect to receive your report within 6 weeks of returning completed materials. All school- and district-level results are confidential and will only be released outside of the school/district with a signed form from school/district administration.

Comparison reports such as Counties and Chicago Community Areas are available to the public on the IYS website in the summer following statewide administration. The state ATOD report and frequencies will be available late fall or early spring of the following school year. For those schools that participate over time, trend reports will be made available on the school's secure website following the release of the state report.



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