



SCHOOL SITE COORDINATOR GUIDELINES - 2018 ILLINOIS YOUTH SURVEY ONLINE SURVEY ADMINISTRATION

Thank you for overseeing the administration of the Illinois Youth Survey in your school. This sheet provides guidelines for selecting classrooms, scheduling the survey date, notifying parents, and setting up computers for survey administration. If you have any questions about these procedures, please contact an IYS coordinator at CPRD using the information at the end of this document.

EQUIPMENT NEEDED

Schools require an Internet connection, either through a LAN (T1, etc.), Wi-Fi or with an individual modem, connected to an Internet Service Provider and the network capacity to accommodate the number of students surveying simultaneously. Traffic to and from the survey site must be allowed.

Operating System Requirements

- PC configured to run Windows 7 or 10
- Mac configured to run Mac OS X
- Apple iPad 2 or newer
- Chrome OS

Supported browsers

- Microsoft Internet Explorer, v11.0 or newer
- Mozilla Firefox, v52.0 esr or newer
- Google Chrome, v62 or newer

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.

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. 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 or as close as possible 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 notification/opt-out form. Keep a printed copy of all survey forms to be administered at your school in the office for parents to review.

1. **Parent Notification/Opt-Out 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 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 notification 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 parent opt-out should be given to each classroom teacher/proctor on the day the survey is administered. All returned parental notification 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.

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 the 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 the proctor guidelines and view the “IYS Survey Administration – Online” 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/conducting/online>

PREPARING PROCTOR INFORMATION

All proctors will need the following information:

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. School-specific user name and password to login to the survey
3. Teacher/Proctor user guide and script to be read aloud before students begin surveying
4. Instructions on which survey form should be used (8th grade, high school)

SURVEY RESULTS

It is important that schools **inform CPRD when surveying has been completed** so that data collection can be halted and results tabulated. After your results are tabulated, we will email your principal with instructions on how to access your school's secure results through the IYS website. You should expect to receive your report within 6 weeks of completing surveying. All school- and district-level results are confidential and will only be released outside of the school/district with a form signed by 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 with frequencies will be available late fall or early spring of the following school year. For those schools that participate for multiple years, trend reports will be made available on the school's secure website following the release of the state report.



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