



SCHOOL IYS COORDINATOR GUIDE - PAPER SURVEY ADMINISTRATION 2020 ILLINOIS YOUTH SURVEY

Note: If you serve as both the school IYS coordinator and the teacher/proctor for your school, please read both this document and the **Teacher/Proctor Instructions – Paper Survey Administration**.

Thank you for overseeing the administration of the Illinois Youth Survey in your school. This document 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.

OPEN BOX(ES) IMMEDIATELY

Make sure the box(es) contain the correct forms (8th or high school) and the correct number of forms needed.

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

1. This handout
2. Materials return checklist
3. Parent notification letter (make copies as needed)
4. Pre-paid UPS Ground labels to return your materials (1 for each box)
5. Student survey booklets shrink-wrapped in sets of 50, totaling the number requested during registration or confirmation. There are different versions of the survey forms, depending on grade level. *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 for students to keep.

ADMINISTERING THE SURVEY

Target all students in participating grade levels (8th, 10th, 12th). In practice, you may not be able to survey them all, but the higher the percentage of those you survey, the more likely it is that your results will be representative of the whole grade level.

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

SELECTING THE SURVEY ENVIRONMENT

You will need to determine the environment you will use to administer the survey. Regardless of the environment selected, please be sure that the teacher/proctor is amenable to administering the survey and that students will take the survey in a quiet, comfortable location with at least 40–45 minutes to finish. Students 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 students in participating grade levels 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 students in participating grade levels.

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 affect how accurate and representative your results will be. Be aware of 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.
- If the survey date changes more than one week, notify CPRD at cprd-iys@mx.uillinois.edu

NOTIFYING PARENTS

Schools are required to use a **minimum of two methods** to alert parents to 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 the parent notification letter printed on school or district letterhead. 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 the opt-out form. The parent notification/opt-out form with the current UIUC IRB stamp (in English and Spanish) can be found on the IYS website at <https://iys.cprd.illinois.edu/conducting/opt-out>. It should be customized to include when the survey will be conducted, in what environment, and a contact at the school for questions.
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 an opportunity to opt out. 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 at the link above.

Returned parental notification/opt-out 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 opt-out should be given to each classroom teacher/proctor on the day the survey is administered. All returned parental denial forms should be filed in a locked cabinet and 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 students 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 used. Reasons for not surveying include ineligible grade level, parent opt-out, or student decision.

TRAINING SURVEY PROCTORS

Review the teacher/proctor instructions and view the **Administering the Illinois Youth Survey on Paper** video on the IYS website at <https://iys.cprd.illinois.edu/conducting/paper>. Plan a meeting with those who have been assigned to administer the survey at your school to ensure that all proctors understand how to effectively administer the survey. Give specific instructions to your teachers/proctors about which grades your school registered to survey online. Only students in those grades should participate.

PREPARING CLASSROOM PACKETS

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 opt-out or ineligible grade level
2. Enough surveys in the appropriate grade levels for their classroom
3. One survey return envelope with teacher administration instructions already inserted
4. Pre-sharpened pencils for each student, provided by CPRD
5. Teacher/Proctor instructions and script to be read aloud before students begin surveying

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.

- Check each classroom’s survey return envelope to ensure that it is sealed.
- 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 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. **Note that scheduling a separate pickup may result in a fee being charged to your school.**

SURVEY RESULTS

After your school’s results are tabulated, we will email **your principal** with instructions on how to access your school’s secure results through the IYS website, via the Report Viewer link. Your school should expect to receive its report within 6 weeks of returning completed materials. **This login will be sent to the school principal only.** All school- and district-level results are confidential. School/district administrators may share the results directly with partners. Reports for counties and Chicago Community Areas are available to the public on the IYS website in the summer following statewide administration. The **statewide frequency report** will be available late fall or early spring of the following school year.

Thank you for coordinating the IYS at your school!

I ILLINOIS
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Research & Development
SCHOOL OF SOCIAL WORK

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Funded in whole or in part by the Illinois Department of Human Services, Division of Substance Use Prevention and Recovery through a grant from the Substance Abuse and Mental Health Services Administration.