Providers: Please use this form to collect data needed from the school for registration. All information should be entered into the registration link at the following site: <a href="http://ivs.cprd.illinois.edu/register">http://ivs.cprd.illinois.edu/register</a>

# **SELECT/ EDIT SCHOOL**

District	
School Name	
Address, City, Zip	
Phone	

#### **EDIT PRINCIPAL**

Provide current principal's contact information.

Name*	
Phone*, Ext	
Email Address*	

Will the principal act as the main IYS administration contact at the school?\* Yes / No

# **ADD IYS CONTACT**

Provide contact information for the individual coordinating the administration of the survey at the school.

Name*, Title*	
Company (If not school)	
Phone*, Ext	
Email Address*	

## **SUPPLY PARTICIPATION INFORMATION**

Indicate which grade levels will be participating by checking the appropriate box(es) below. Then provide an enrollment total, a count of surveys requested, and type of administration by grade level. Spanish questionnaires are available ONLINE only.

				Paper Only		
Grade <sup>a</sup>	Will Participate?	Admin Type (Online or Paper)	Total students Enrolled	Do you need a link to the Spanish online survey?  (Yes/No)	# <u>English</u> <u>surveys</u> requested	# Classrooms
8 <sup>th</sup>						
9 <sup>th</sup>						
10 <sup>th</sup>						
11 <sup>th</sup>						
12 <sup>th</sup>						

<sup>&</sup>lt;sup>a</sup> If you wish to survey any other grades, contact CPRD to discuss options.

<sup>\*</sup>If no, provide additional contact information in Add IYS Contact. If yes, skip to Supply Participation Information.

#### **SELECT SHIPPING**

If the surveys will not be shipped to the school or the school's address on file is a P.O. Box, please provide an alternate shipping address. Surveys must be shipped to a physical address.

Select Shipping Address\*: School Address / Alternate Address

\*If School Address, go to Shipping Contact. If Alternate Address, enter it below.

Alı	ter	nate	Ad	ld	ress
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Company	
Address, City, Zip	

You can select the principal, the main IYS contact, or a new individual as the shipping contact.

Select Shipping Contact\*: Principal / IYS Contact / Other

If shipping to Principal or IYS contact, go to Add Survey Dates. If shipping to Other Shipping Contact, enter it below.

#### **Other Shipping Contact**

Other Name, Title	
Other Phone	
Other Email	

### **ADD SURVEY DATES**

Enter the approximate date the school intends to survey. If surveys will be administered over multiple days, please provide the day the school will <u>begin</u> surveying.

Surveys can be administered beginning the first full week of January through the end of May.

•	$\mathcal{C}$	•	$\mathcal{C}$	J
Intended survey date*				
(Valid dates Jan-May)				
End of winter break				
End of spring break				
Date of prom				

# **QUESTIONS/NOTES**

Provide any questions or comments, including any technical assistance needed.