



School IYS Coordinator Guide for Survey Administration

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

Please 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 for Survey Administration.

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. Do not allow students to take the IYS on their cell phones.

OPERATING SYSTEMS & BROWSERS


Windows 10 on PC

-  Google Chrome, v113 or higher
-  Microsoft Edge, v113 or higher
-  Mozilla Firefox, v102 or higher

Chrome OS on Chromebook


-  Google Chrome, v113 or higher

MacOS

-  Safari, v16.5 or higher

Testing the Login

Perform a quick test before your survey date to make sure your system is ready to administer the survey.

- Using one of the browsers listed above, navigate to the IYS survey
 - Log in using the user name and password you received via email
 - Set up the survey, advance to the instructions page, then click cancel
 - If you can do this successfully, your system is ready to administer the survey
-  *If you are not able to log in to the survey, reach out to your school's IT department*

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. Try to represent as many different voices within your school as possible. If there are students who are hard to reach (such as those who might be out of the building for part of the day), make an effort to reach them.

Selecting the Survey Environment

You will need to determine the environment in which you administer the survey. Regardless of the environment you select, 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.



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 to administer the survey **in a classroom** to all students in participating grade levels. Administering surveys to large groups in a school gymnasium is not recommended due to noise levels and potential compromises in confidentiality.



Do **not** allow students to complete the survey on their own on individual devices. A teacher/proctor must be available to read the introductory script, answer questions, and ensure that students don't talk about questions.

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.

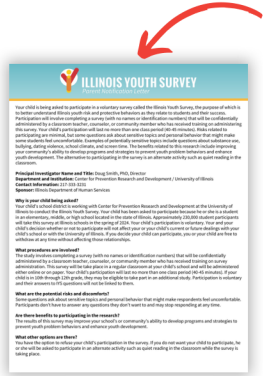


Surveying during high stress times, such as preparation for standardized testing, can affect how the survey is administered and, in turn, affect how accurate and representative your results will be. Be aware of competing priorities teachers may have and try to solicit help from others such as PTA members or community partners to administer the survey if need be.

We know that unforeseen circumstances can affect student attendance and thus participation. If you need to change your survey date, just contact CPRD to reschedule.

Notifying Parents

Schools are required to use a **minimum of two methods** to alert parents to the upcoming IYS. The parental notification process should be started at least 30 days before your intended survey date. 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.



Parent Notification/Opt-Out Form (Required)

All parents should receive the parent notification letter. The letter notifies parents that the survey is being administered and gives them 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>. Along with the letter, you can include information such as when the survey will be conducted, in what environment, and whom to contact at the school for questions. The notification letter can be provided electronically, but you should have paper copies available for parents who request them.

Other Notification Options (At least one)

Use at least one additional method to increase the likelihood that all parents will receive notification of the survey and have an opportunity to opt out. Possible methods include posting to the school website, social networking page, or student information system, or inclusion in school daily announcements. A sample generic flyer is posted on the parent notification page.



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 opt-out 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.

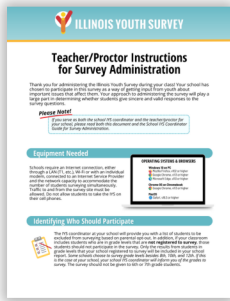


Selecting an Alternative Activity

Arrange a supervised alternate activity 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 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 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 Online** video on the IYS website at <https://iys.cprd.illinois.edu/conducting/online>. 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 teacher/proctors about which grades your school registered to survey. Only students in those grades should participate.

Preparing Proctor Information

All teachers/proctors should receive the following information:



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.



Instructions about which survey form should be used (8th grade or high school) if more than one form will be used in your building.



School-specific user name and password to login to the survey. The same login and password will be used by all students in the grades your school registered to survey. This is the same as the login/password you used for testing (see Testing the Login on page 1).



Teacher/Proctor instructions and script to be read aloud before students begin the survey

Distributing the Login and Password

Share the login and password with classroom proctors in the way that best suits your school environment.



If you share the information via a school information system, remove the information after you have finished surveying in your school.



If you write the information on a white board or chalk board, instruct proctors to erase the information at the end of the session.



Sharing the information with students via email is not recommended.

Checking Your School's Progress

Keep track of your school's overall progress as you survey your students, especially if you survey over multiple days. Check in with your teacher/proctors after the scheduled survey day. Did they administer the survey? If they did not, keep in mind that all data collection does not need to be completed on a single day and consider whether there is an opportunity to schedule an additional survey date.



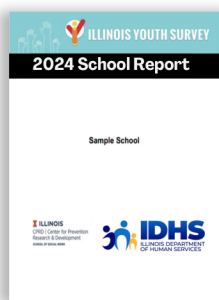
Notifying CPRD When Surveying Is Complete

Once you have finished surveying in your school, **notify CPRD** so we can begin processing your school report. To help facilitate this you will receive an email from CPRD about a week after your survey date that will provide your school's administration data.



Principals will also be able to use the IYS Report Viewer to check survey progress and will receive an email about this process during the week before your school's survey date.

Who Will See Survey Results?



When the report is ready, 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. Most schools receive their report within 6 weeks of notifying us that surveying is complete. The report login will be sent to the **school principal only**. All school- and district-level results are confidential. School/district administrators may share the results at their discretion.

Reports for Illinois counties and Chicago Community Areas will be 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.

