

Survey Administration – YOUR Responsibilities

- 🔗 Ensure that the Parent Consent Letters are sent out by your school between two and six weeks prior to your school's scheduled survey administration date. Coordinate with your school's main office to create a list of student who won't be participating in the survey (due to parental refusal, undeliverable parent letters, etc.).
- 🔗 Immediately after receiving the survey materials for your school, make sure to check every classroom packet for your school:
 - Are there enough surveys in each classroom packet given current enrollment figures?
 - **For schools with grades 7-12**
 - For each classroom packet, do the survey booklets and the answer sheets have the same survey code on them (MS-A, HS-B, etc.)?
 - **Schools with 5th grade (and participating in the height/weight screening)**
 - Does each classroom packet contain surveys and enough envelopes for 1 to be used for each student?
- 🔗 Surveys have been packed to match the exact enrollment figures documented in the class lists provided by your school earlier in the fall. There is an extra survey booklet (grades 5&6) and an extra questionnaire booklet (MS & HS grades) in each classroom envelope for the teacher. Two additional surveys/answer sheets have been included in each classroom packet in case the enrollment has changed since the class list was sent.
- 🔗 If a classroom packet still doesn't have enough surveys due to enrollment changes, you can supplement them with surveys from another classroom packet if that packet has extras; however, for grades 7-12, you **must** make sure that the two classes are using survey forms with the same code (for example, MS-A or HS-B). If no extras are available, please contact Pan Atlantic SMS Group and we will send you more surveys
- 🔗 If the surveys and answer sheet codes do not match or if you do not have enough surveys, please contact Pan Atlantic SMS Group **IMMEDIATELY** (call toll-free at 1-877-487-2810) so that you can get the correct version and/or additional surveys before your survey administration date.
- 🔗 It is **vital** that you call Pan Atlantic SMS Group if you have changed the way in which you plan to administer the survey, or if there are changes in the class lists that were provided earlier this fall.

- 📌 Train classroom teachers on how to administer the survey:
 - 📌 Photocopy and distribute (along with each classroom envelope) the *Survey Administration Instructions for Teachers* and *Classroom Script* documents. We have created a Powerpoint presentation which covers all of the information in the *Training Your Teachers Info Sheet* that will be sent to you soon via email. Please review this Powerpoint presentation with each teacher. This can be done individually or in a larger training session. This will be available and sent to you soon.
 - 📌 Provide classroom teachers with a list of students who won't be participating in the survey (due to parental refusal, undeliverable parent letters, etc.).
- 📌 Designate a safe, confidential collection area where all teachers can deposit the sealed envelopes containing the completed surveys.
- 📌 Organize a make-up session for students who were absent on the day of survey administration. Each student should be provided with the same survey, school, and class codes that the rest of their original class was provided with. All absentee surveys for your school should be sent in the separate envelope designated for absentees. **Please note that all schools that follow up with absentee students and fill out the *Absentee Information Sheet* will be entered in to a drawing to win \$250 for their school.**
- 📌 Fill out the *School Packing Form*.
- 📌 Go through the collected survey materials to ensure that all classroom envelopes are accounted for and the *Classroom Summary Information Forms* on the front of each envelope are completed in full. **Do not** open up the classroom envelopes to make sure the information on the *Classroom Summary Information Forms* is correct, simply make sure the information is completely filled out. Immediately follow-up with teachers, as needed, to get the necessary information to provide completed *Classroom Summary Information Forms* for every class in your school.
- 📌 As soon as possible after survey administration, drop off the sealed class envelopes, absentee surveys, and *School Packing Form* to either a designated survey collection location or mail (as soon as possible) to the following address:

Attn: MIYHS Survey
Pan Atlantic SMS Group
5 Milk Street
Portland, ME 04101

YOUR responsibilities continued on next page

For 5th Grade Only (Only those participating in the height/weight screening)

- 👉 Coordinate with your school nurse to make sure she/he conducts the height and weight screenings **BEFORE** the planned survey administration date.
- 👉 The procedure for the 5th grade surveys should be as follows:
 - **You** receive the surveys.
 - **You** check to make sure each 5th grade classroom packet contains surveys and envelopes for each student to have one. If you do not have enough, please contact Pan Atlantic toll-free at 1-866-487-2810 **immediately**.
 - **You** deliver the surveys to the **school nurse**.
 - The **school nurse** conducts the height and weight screenings for each 5th grader **BEFORE** the students take the survey.
 - The **school nurse** records the height/weight data for each child on the back of his/her survey booklet. (Note that the height should be recorded in **feet and inches**.)
 - The **school nurse** puts each survey booklet in a separate envelope and writes the student's name on the outside.
 - **You** collect the envelopes from the school nurse and distribute them to the appropriate classroom teacher.
 - The **teacher** distributes the envelopes to the appropriate students.
 - The **students** take out their survey and recycle the envelope, thereby removing any identifying information from their survey.