

## **Survey Administrator – Paper Instructions**

### **Survey Administrator Packet should include these documents:**

- Survey Administrator – Paper Action Checklist
- Survey Administrator – Paper Instructions (this document)
- Survey Administrator – Paper Script
- Enough survey booklets, scantron answer forms, and pencils for each participating student
- Classroom-Level Sample Information Form

If any of the above documents are missing or not enough survey booklets, scantron answer forms, or pencils are provided in your survey administrator packet, please contact your school coordinator immediately.

### **On the day of the survey:**

1. Complete known portions of the “Classroom-Level Sample Information Form” document.
  - (A) Circle the predominant grade of the class. If the class contains equal numbers of students from more than one grade, circle ‘Other’ and specify.
  - (B) Enter the number of students who are currently enrolled in the class.
  - (B1) Enter the number of students attending school in-person this semester.
  - (B2) Enter the number of students attending school virtually this semester.
2. Spread students’ desks throughout the classroom to minimize the chance students will see each other’s responses.
3. Write the PC Sample ID and Class ID on your white board/chalk board where it is visible to all students.
  - The PC Sample ID and Class ID can be found on the front of the survey administrator packet.
4. Follow directions outlined in the script. The script should be read aloud to participating students.

### **After the survey is finished:**

5. When all students have completed the survey, have students return their survey booklet and scantron answer form.
  - Make sure all scantron answer forms are oriented the same way and have the correct PC Sample ID and Class ID.

- If the IDs are not correct, please erase the incorrect information and write in the correct ID number. The corresponding bubbles should also reflect the correct ID number.
6. When all materials are returned, finish filling out the “Classroom-Level Sample Information Form” document.
    - (C) Enter the number of students in the class that participated in the survey.
    - (D1) Enter the number of students who cannot complete the survey independently.
    - (D2) Enter the number of students who were absent or opted out of the survey.
  7. Verify correct information was inputted into the “Classroom-Level Sample Information Form” document.
    - The sum of the numbers entered in (B1) + (B2) should equal the number entered in (B).
    - The sum of the numbers entered in (B2) + (C) + (D1) + (D2) should equal the number entered in (B).
  8. Place the completed “Classroom-Level Sample Information Form” document and all scantron answer forms in the survey administrator packet.
  9. Return your survey administrator packet to the school coordinator.

If five or more students were absent on the day of the survey, your school coordinator have the option to administer make-up surveys. The same procedures will be enforced to ensure their privacy and your school coordinator will make sure that the “Classroom-Level Sample Information Form” document is updated appropriately.