

School Coordinator – Paper Action Checklist

AT LEAST ONE MONTH PRIOR TO SURVEY ADMINISTRATION

- Verify mode of survey administration (online or paper)
- Notify staff of upcoming survey administration and include the training link
- Establish communication with student's parents/guardians and oversee consent process
- Be familiar with policies and procedures outlined by your school's governing body
- Decide on survey administration procedures
 - Students who need additional time to take the survey
 - Students who opt out of taking the survey
- Provide NH DHHS with your school's list of participating teachers, classrooms, and classroom enrollment

TWO WEEKS PRIOR TO SURVEY ADMINISTRATION

- Finalize list of students who are opting out of taking the survey
- Remind staff of upcoming survey administration and include the training link
- Finalize and communicate survey administration procedures
- Receive survey materials from AFMC
- Review materials in package to ensure all needed survey materials are given
 - Contact AFMC immediately if survey materials are missing
- Review the School Coordinator Paper Instruction video and the Survey Administrator Paper Instruction video for more in-depth instructions
 - Training links available on DHHS website
 - Contact AFMC immediately if any questions arise

WEEK OF SURVEY ADMINISTRATION

- Remind staff of upcoming survey administration and include the training link
- Distribute survey administrator packets
- Review survey materials with survey administrators
- Review survey administration procedures with survey administrators
- Provide survey administrators with a list of students who will not be participating in the survey
- Ensure you have reviewed the School Coordinator Paper Instruction video and the Survey Administrator Paper Instruction video

DAY OF SURVEY ADMINISTRATION

- Be available to answer any questions that survey administrators may have
- Be in communication with your school's counselor in case a student wants to speak with them after the survey
- Ensure accommodations are in place to properly execute established survey administration procedures

- Contact AFMC's team manager, Linda Newell (501-631-0824), with any questions or concerns

AFTER SURVEY ADMINISTRATION

- Receive survey administrator packets back from participating classes
- Review materials in survey administrator packets to ensure accuracy
- Follow the instructions outlined in the "School Coordinator – Paper Instructions" document to return survey materials to AFMC

IN CASE OF MAKEUP SURVEY

- Ensure that at least five or more students take the makeup survey to guarantee an anonymous response
- Follow instructions outlined in the "Survey Administrator – Paper Instructions" document and "Survey Administrator – Paper Script" document to administer the survey
- Ensure each student uses the correct PC Sample ID and Class ID that corresponds to the classroom they would have been a part of during the initial survey date
- Edit the "Classroom-Level Sample Information Form" document for the classroom the student would have been a part of during the initial survey date
 - Edit line C (number of students in the class who participated)
 - Edit line D2 (number of students who did not complete the survey)
 - Return the "Classroom-Level Sample Information Form" document to the corresponding survey administrator packet after necessary edits are made
- Place the used scantron answer forms in the corresponding survey administrator packet