

## School Coordinator – Online Instructions

### SURVEY SUPPORT TEAM CONTACT INFORMATION

- AFMC team manager: Linda Newell – [LNEWELL@AFMC.ORG](mailto:LNEWELL@AFMC.ORG), (501) 631-0824
- AFMC team: [NH\\_YRBS@AFMC.ORG](mailto:NH_YRBS@AFMC.ORG)

### SCHOOL PACKAGE WILL INCLUDE

- School Coordinator Packet
  - School Coordinator – Online Action Checklist
  - School Coordinator – IT Prep and Tips
  - School Coordinator – Online Instructions (this document)
  - School Coordinator – Return Email Template
  - 5 surveys booklets/5 pencils/5 scantron answer forms
  - School-Level Sample Information Form – electronic version sent via email
  - Return materials
- Survey Administrator Packets for each participating classroom
  - Survey Administrator – Action Checklist
  - Survey Administrator – IT Prep and Tips
  - Survey Administrator – Online Instructions
  - Survey Administrator – Online Script
  - Envelope labeled “Used Access Code Cards”
  - Enough access code cards for each participating student
  - Classroom-Level Sample Information Form

Notify Linda Newell at [LNEWELL@AFMC.ORG](mailto:LNEWELL@AFMC.ORG), cc [NH\\_YRBS@AFMC.ORG](mailto:NH_YRBS@AFMC.ORG), immediately if any materials are missing

### SURVEY ADMINISTRATION

- Students must be in school to participate
- Appropriate accommodations should be made for students who may need additional time to complete the survey, opt out, or are unable to complete the survey on their own
- Appropriate accommodations should be made for students who will need to make up the survey at a later date
- Once survey administrator packets are returned:

- Ensure survey administrators use the “Classroom-Level Sample Information Form” document to accurately record student participation at the time of the survey
- Be sure to resolve any discrepancies in the number enrolled, absent, and participating students on the completed “Classroom-Level Information Form” document
- Seal each survey administrator packet
- Do not combine classrooms
- Do not place completed forms from one classroom in another classroom’s packet for any reason
- Ensure access code cards are destroyed – do not throw them in the trash

### **RETURNING SURVEY MATERIALS**

- Items to return:
  - Completed School-Level Sample Information Form – preferably electronically
  - Completed Classroom-Level Sample Information Forms
    - Form should be filled out even if there is no participation
  - Completed scantron answer forms, if applicable
- Notify AFMC by emailing Jennifer Chaney at [JCHANNEY@AFMC.ORG](mailto:JCHANNEY@AFMC.ORG), cc [NH\\_YRBS@AFMC.ORG](mailto:NH_YRBS@AFMC.ORG), once items to return have been collected and boxed
  - Use the “School Coordinator – Return Email Template” document when emailing return details to AFMC
  - Include school information
  - Include the number of packages to be shipped
  - Include the weight of each package
  - Include package dimensions
  - A FedEx shipping label will be provided via email by FedEx after all required information is provided to AFMC