

# School Survey Coordination Procedure

This section provides an overview of the activities for which the school survey coordinator is responsible.

The typical activities that will be performed by the local survey coordinator(s) include:

- Distribute teacher letter
- Remind teachers to send out parent letters
- Instruct teachers on survey administration procedures
- Ensure materials are available for teachers to pick up
- Collect survey materials after survey administration
- Package and ship materials\*

*\* Please keep the box that the survey materials were mailed in. You can use this box (or another box/package) to return the materials to Bach Harrison with the prepaid FEDEX label. Please note if you do not receive a FEDEX label please contact Michelle Neitch at 602-364-1173.*

## **Distribute Teacher Letter**

The school survey coordinator(s) should distribute a letter to each participating teacher so that it arrives approximately two weeks before the survey date. The purpose of this letter is to inform the teacher of three things: 1) the school has agreed to participate in the study, 2) the survey will take place in the teacher's class, and 3) the teacher will be responsible for administering the survey. A copy of the "Survey Administration Protocol" should be included with the teacher letter. Enclosed is a sample teacher letter.

## **Send Parent Letter**

Parent letters should be sent home with students by the classroom teachers approximately one week before the survey date. The survey coordinator(s) should contact each participating teacher and verify that the parent letter was sent home with their students. At this time, the survey coordinator(s) should remind the teacher to keep a record of students whose parents declined their child's participation as this will be included in the summary form that is sent back with the completed surveys.

### **Instruct Teachers on Survey Administration Procedures**

It is suggested that the survey coordinator(s) make arrangements with the participating teachers to have a brief meeting (30 minute) to train them on administration of the student survey. During the training, the survey coordinator(s) should review the teacher instructions, class instructions, and survey summary form. Questions regarding these documents should be addressed at that time. Copies of these materials are attached to the sample teacher letter.

**Please instruct your teachers to not walk around the classroom as the survey is being administered.** We want students to feel as comfortable as possible that their responses will not be seen by others so that they will answer questions honestly. If teachers are walking around, students may feel that teachers are looking at their responses and not answer honestly.

### **Deliver Materials to Participating Teachers and Schools**

The survey coordinator(s) is/are responsible for delivering all survey materials to a central location for teachers to pick up (most often the front office). These materials should be there one or more days prior to survey administration.

### **Collect Survey Materials**

At the end of the day of administration, the survey coordinator(s) will collect the student surveys that were placed in a sealed envelope by each class. The survey coordinator(s) may ask the participating teachers to deliver the sealed envelopes to

his/her office on the day of administration after the surveys have been completed. *It is very important that the summary form is completed by the teachers for each classroom in which the survey was administered.*

### **Package and Ship Materials**

When all materials have been collected from participating teachers, the survey coordinator(s) will package and return them to the state's contractor, Bach-Harrison, LLC. A Pre-paid FED EX return address label is included with the materials. If you did not receive one, please contact Michelle Neitch at 602-364-1173 as soon as possible. You should use the FED EX label to return the completed surveys to Bach Harrison, LLC for processing. If more than one carton is shipped, each carton needs to be labeled as "1 of 3," "2 of 3," "3 of 3," etc. Below is a summary of the instructions for mailing the returned surveys to Bach Harrison, LLC:

- Use the box that the survey materials came in or another appropriate box.
- Put completed classroom survey packets, in the box and seal tightly.
- Clearly mark on the outside of the box the name of your school.
- Place the enclosed, prepaid FED EX mailing label on the box.
- Arrange for a FED EX pick-up, or drop the package off at any FED EX mailing station.

These materials should be shipped to:

Bach Harrison, LLC  
116 S. 500 E  
Salt Lake City, UT 84102