

2019 Pennsylvania Youth Survey

Suggested Timeline for Survey Administration – Paper/Pencil

This timeline is to provide an overview of how school districts can prepare for the upcoming PAYS administration. The timeline is directed towards the person who will serve as the primary point of contact between the District and the PAYS vendor, Bach-Harrison. The survey coordinator will receive detailed Survey Coordinator Training Information and Quick Reference Survey Coordinator Instructions with the survey materials.

April - July Meet with the Superintendent to determine who will serve as the Survey Coordinator and identify new key personnel to be updated. Complete and submit the agreement form to Mary Johnston at Bach-Harrison.

Determine how the survey will be given (paper or online).

Meet with key school district personnel (e.g., principals, director of curriculum) to discuss a time frame for administering the survey. (Stay away from Mondays, Fridays, before or after holidays, or beginning or end of the day.) This is a good time to discuss any issues that occurred during the last administration.

Determine what classes and proctors will be administering the survey. Mandatory classes work best. Some schools use Health & Physical Education for grades 6 and 8 and History for grades 10 and 12. This limits the number of proctors who need to be trained.

Determine how passive consent will be communicated to parents and caregivers, who will receive opt-out requests, and how opt-out requests will be sent to the survey coordinator and communicated to the proctors.

August Determine the actual dates the 2019 PAYS Survey will be administered with the school district administration. The 2019 PAYS survey window: September 9 – November 20, 2019.

Send form to Mary Johnston at Bach-Harrison with dates the 2019 PAYS Survey will be administered.

Six weeks before administration, prepare PAYS Passive Consent Letters, have Superintendent sign the letter, and confirm opt-out request management. (Some districts might allow you to have them with the back-to-school packets or other methods.) If to be mailed, order student

address labels for students in 6, 8, 10 and 12 grades from the school district. Be sure not to include students who are home or cyber-schooled. Print and fold passive consent letters and apply labels to school district envelopes.

Four weeks before administration, If to be mailed, mail passive consent letters. Make sure principals and necessary school district personnel receive a copy of the passive consent letter. Remind principals to email proctors involved with administering the PAYS with the actual dates.

Obtain class information (proctor, number of students, class period, class identification) from the Middle School and High School principals.

September Receive paper surveys and envelopes from Bach-Harrison. Enrollment is determined from prior year grade level reports from Department of Education. Contact Bach-Harrison if enrollments have changed significantly.

One or two weeks before administration, record class information and school district ID/AUN codes on the Summary Forms on the large envelopes provided by Bach-Harrison. Place the appropriate number of surveys in each envelope based on class size and a copy of the proctor instructions. Have the administration email the proctors administering the survey as well. Separate the envelopes by school and deliver at the appropriate time.

Students whose parents have opted them out of the survey should be noted on the proctor instructions and proctors should also receive an email with their names.

On the day of the administration, designate someone at each building to be available if problems arise.

November **After administration,** pick up the surveys from the schools and make sure the Survey Summary Forms are properly completed. At this time, remove the unused surveys from each envelope and prepare a count for each grade.

Return surveys to Bach-Harrison. If possible, put one grade in a box and save your Fed-Ex labels. Also keep the Shipper Receipt numbers for tracking purposes.

Thank the proctors and staff for their help!