



## Survey Coordinator Instructions – Paper/Pencil Administration

Welcome to the 2017 Pennsylvania Youth Survey (PAYS) Administration! We are happy to be collaborating with you on this very important survey and appreciate your time and effort with coordinating this year's survey administration. Here is a quick list to help you prepare for this year's survey.

### The following instructions outline:

- The materials you received
- How to assemble the survey materials for each classroom participating in the survey
- How to return your district's completed surveys to Bach Harrison for preparation of your local report.

***NOTE: If you are a district-level Survey Coordinator who has identified several school-level contacts to assist with packaging/distribution/return of survey materials, please also supply them with a copy of these directions.***

We hope that these guidelines will help your preparation go more smoothly. Please feel free to contact Project Director Mary Johnstun at 801-842-2682 or [mary@bach-harrison.com](mailto:mary@bach-harrison.com) if you have any questions about this process.

### Contents of this Box:

In this box, you will find the materials the school will need for the Pennsylvania Youth Survey Project. These include:

- Large envelopes with printed summary information (one envelope for each classroom) for returning completed surveys.
- Pennsylvania Youth Survey Booklets (one per student)
  - NOTE REGARDING SPANISH FORMS: A Spanish version of the PAYS is available. If your district or school needs Spanish forms, please alert Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com) or 801-842-2682 as soon as possible. She will email you a copy of the Spanish form so you can print the necessary quantity. If a school requires a large number of forms and would prefer to not incur those printing costs, please let Mary know and she will ship forms to you.
- PAYS Classroom Proctor Instructions/Script for Teachers (one per teacher)
- Pre-paid FedEx Ground Return Address Labels for returning completed and unused survey materials.

**NOTE: You may want to keep the box that survey materials were mailed in and use it to return the completed surveys to Bach Harrison, LLC. However, you are welcome to return the materials in any other box or package.**

## Create School-Level Survey Bundles

(For district-level Survey Coordinators who are working with school-level Point Persons)

If you are a district-level Survey Coordinator who has identified school-level coordinators to assist with surveying, please remove all materials from the box and create a bundle of survey materials for each of your school contacts. **Each school** will need enough surveys to cover their enrollment in surveyed grades, enough envelopes and scripts for each teacher, and one pre-paid return label.

## Assembling Classroom-Level Packets Before the Survey

Please take care in preparing the packets for each classroom. Doing this will help to ease the burden of survey administration for each school and ensure high quality student data for your district. The steps for assembling the packets are as follows:

1. Remove all materials from the box.
2. Using the enrollment information you gathered for each classroom (in 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grades) as a guide, make sure that each large envelope is packed with the necessary survey materials for each teacher's packet. Each classroom packet must contain:
  - Instructions for teachers to read to the students at the beginning of the survey class period (enclosed with your survey materials).
  - Survey Booklets (one for each student in the classroom).
3. Please notify Mary Johnstun at 801-842-2682 or [mary@bach-harrison.com](mailto:mary@bach-harrison.com) if you don't have enough materials or if you are missing any materials.
4. Attached to these instructions are the AUN numbers for each district/school in the State. Survey Coordinators should write the appropriate AUN number on the large envelopes in advance of providing them to each classroom teacher/proctor on the day of administration. **This is a very important step, as it allows Bach Harrison to correctly attribute your returned materials to the right school, and teachers will need to know their AUN number during the survey administration (students will be recording that AUN number on the first page of their survey forms).**

Following are two ideas for accomplishing this task:

- 1) Write the appropriate IDs on each packet for teachers
- 2) Create labels with the numbers and stick them to the outside of the envelope.

## Tips for Planning for the Administration of the Survey

- In-depth survey planning/scheduling information can be found in the "Administration Information for Survey Coordinators". Here are a few reminders regarding scheduling of survey dates:
  - Try to avoid scheduling the survey on a Monday or Friday, days before or after Holidays, and first or last period of the day.
  - Whenever possible, avoid standardized testing days, partial days, and days in which

many students will be absent (such as “Senior Skip Day”).

- Try to avoid peak absentee days such as during hunting or sports seasons.
- At each school, choose a single day on which the survey is to be administered. Schools within a district can choose different survey dates, but each school should conduct their survey on the one day that is selected.
- It is also helpful to come up with a back-up date. If the original date falls through for one reason or another (such as weather), you have a back-up date already planned.
- To increase the comparability of the data, schools should schedule the survey administration at approximately the same time of the school year.

### **Administering the Survey**

1. When you are ready to distribute the survey packets, create a means of tracking the administration process including when packets were distributed to teachers, when they were picked up, and when they were mailed back to Bach Harrison.
2. Distribute the packets to each school and/or teacher at least a day before the survey date. During this step:
  - a) Remind the teachers at each school of their scheduled survey date and survey procedures.
  - b) Alert teachers to the AUN number that you recorded on the outside of each class envelope. There is a step in the teacher script that will have teachers write this number on the board so that students can enter it on their survey booklet.
  - c) Set the date and time in which you will be in the school to pick up the materials.
  - d) Make yourself available to school staff and teachers to answer any questions about the survey.
3. Return to the school to pick up completed survey materials **on the day** that the survey is administered.
4. Go through materials completed on the survey date, organize the survey packets, and make sure that each packet (at minimum) lists the district name, school name, AUN, and teacher name. This step is crucial to ensuring that Bach Harrison can correctly assign returned surveys to the correct schools. Follow up with individual teachers if necessary.
5. Put all envelopes with the completed surveys in an appropriately-sized box.
6. When all the classroom packets are gathered and doubled checked, please return completed survey materials to Bach Harrison L.L.C. via the method outlined on the following page.

## **Process for Shipping Completed and Unused Surveys**

1. Using the box that the survey materials came in or another suitable box, put all completed classroom survey packets (along with all unused survey materials) in the box. Seal tightly.
2. Place the enclosed, prepaid FedEx Ground mailing label (roughly 3X5, with a large barcode on it) on the box. If you have more than one box to send, use one label for each box.
  - a. Keep the label-backing for information on how to arrange for a FedEx Ground pickup.
  - b. Also record the Shipper Receipt number and information (found at the top of the red prepaid label) for tracking purposes.
3. Arrange for a FedEx pick-up by calling 1-800-Go-FedEx (800-463-3339), or drop the package off at any FedEx mailing station or Staples/Kinko's/FedEx Office Store.
4. When the survey is completed, please send thank you letters and/or emails to superintendents, principals, and individuals within the school (e.g., teachers, aides, office staff, etc.) who helped with the survey process.

## **THANK YOU FOR YOUR HELP AND SUPPORT!**

If you have questions, contact Pennsylvania Youth Survey Project Director Mary Johnstun via phone or email (801-842-2682 or [mary@bach-harrison.com](mailto:mary@bach-harrison.com)).