

## School Coordinator Checklist

**JSI Middle School YRBS Implementation Team** - develops, coordinates, and analyzes the MS YRBS survey data for middle schools and ensures that middle school YRBS coordinators have all information, resources, and support they need prior, during, and after the survey.

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**School Coordinator-** Individual at the school who is responsible for the coordination of the implementation of YRBS at the school. This staff member acts as the liaison between JSI and the survey administrators. The coordinator communicates directly with the classroom level survey administrators, provides them with the information and materials, and collects and returns information to JSI.

**Survey Administrator** - administers the YRBS survey in the classroom setting. Survey Administrator receives information and materials from the YRBS School Coordinator, ensures confidentiality, administers the survey, and returns the **Classroom- Level Report** and **Survey Administrator Assurance of Confidentiality Form** to the School Coordinator.

### Two months or more prior to survey administration

- ☐ Submit TA request through NH Center for Excellence
- ☐ Complete follow up questions regarding your district's plan for administration. Verify method of survey administration (paper or electronic).
- ☐ Meet with JSI to review implementation steps and options for implementation
- ☐ Finalize questions and date of the administration.

### One month prior to survey administration

- ☐ Communicate with school staff plans for implementation and share information about their role and responsibilities, as well as background information and importance of the YRBS.
- ☐ Review forms from JSI
  - ☐ Pdf of survey questions to post on website
  - ☐ Parent letter with opt out form
- ☐ Communicate with parents/guardians and oversee the consent process. Parents/guardians must be made aware of the survey, given the opportunity to review the survey, and given the opportunity to opt out of the survey a minimum of two weeks prior to the survey implementation date.
- ☐ Oversee consent/ opt out process and keep track of students who opt out and provide a list to classroom administrators the week of implementation.
- ☐ Reserve rooms and technology equipment, if necessary.

## 2023 NH Middle School Youth Risk Behavior Survey

- ☐ Decide on survey administration procedures for students who opt out, students who need accommodations, and students who miss the survey and need to make up the survey.

### Two Weeks Prior to Administration

- ☐ Review survey administration materials from JSI.
  - ☐ School Coordinator Checklist (this document)
  - ☐ Staff Confidentiality form
  - ☐ Survey Administrator Instructions
  - ☐ Survey Administrator Script
  - ☐ IT Prep Sheet
  - ☐ YRBS Classroom-level Report
- ☐ Remind staff of upcoming survey implementation and provide staff administration directions and training as necessary.
- ☐ Print copies of Staff Confidentiality form, Survey Administrator Instructions, Survey Administrator Script, and Classroom-level Report for each YRBS Administrator and create Survey Administrator packets.
- ☐ Test computers and access to the survey link. See IT Prep Sheet.

### Week of Survey Administration

- ☐ Remind staff of upcoming survey administration
- ☐ 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

### Day of Survey Administration

- ☐ Be available to answer any questions the classroom survey administrators may have
- ☐ Ensure IT department is on hand in case of technical issues
- ☐ Ensure school counselors are on hand in case a student would like to speak to someone during or after the survey.
- ☐ Ensure accommodations are in place to properly administer the survey

### After Survey Administration

- ☐ Collect survey administration information from participating classes: **Classroom- Level Report** and signed **Survey Administrator Assurance of Confidentiality Form**.
- ☐ Review the survey materials and return required information to JSI