

2023 NH Middle School Youth Risk Behavior Survey

Survey Administrator Instructions

1. Make sure you have the following materials:
 - a. A copy of your signed **Survey Administrator Confidentiality Agreement**.
 - b. A copy of the **Script for Survey Administrators** to be read to sampled students.
 - c. A class list with the list of students whose parents have opted out of the survey.
 - d. A copy of a blank **Classroom-Level Report**.
2. Know the point of contact in the event that you have questions or that a student needs any support.
3. Spread students' desks throughout the classroom to minimize the chance students will see each other's responses.
4. Ensure each student has a working device to access the survey link.
5. Do not allow students or teachers to wander around the room or talk while others are completing the survey.
6. Read the directions to the students before they begin. Remind students about the importance of the survey, that completing the survey is voluntary, that their responses are anonymous, and that their grade in the class will not be affected by whether or not they complete the survey.
7. Remind students **not** to write or type their name anywhere on the survey.
8. Allow enough time for students to complete the survey without feeling rushed. About 35 minutes should be sufficient for the students to complete the survey.
9. Respond to all student requests for question clarification with "Do the best you can."
10. If absentees will receive the survey at a make-up session, establish procedures to ensure their privacy as well.
11. When all students have completed the survey, record on the **Classroom-Level Report** the number of students in the class who have completed the survey. JSI will compare the number of completed surveys to the information on the **Classroom-Level Report**. Please make note of any technical difficulties or student changes that may be important to note.
12. Return **Survey Administrator Confidentiality Agreement** and the **Classroom-Level Report** to your school YRBS coordinator and share any questions or concerns.

In case of questions on the day of, contact your school YRBS Coordinator.

If further information is required, contact JSI team:

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