

2021 Iowa Youth Survey Checklist for School Coordinators

**Please administer the survey between
September 27 and November 12, 2021.**

- Receive hyperlinks to the Iowa Youth Survey administration materials and your district's web-based survey administration link** from the Center for Social and Behavioral Research at the University of Northern Iowa. The administration materials will include: a cover letter, parental consent letter with the *Refusal to Consent* form, this *Checklist for School Coordinators*, and the *Instructions & Script for Classroom Teachers*.

At least two weeks before survey administration:

- Distribute the parental consent letter** to parents/legal guardians of participating 6th, 8th, and 11th grade students.

The letter provides parents with information developed in consultation with Iowa Attorney General's Office to ensure parents can make a fully informed decision regarding their student's participation. Parents must be informed that the survey is voluntary. If a parent does **not** want their student to participate, they must complete the *Refusal of Consent* form included at the end of the parental consent letter and return it to the school prior to the survey administration date.

- Make the Iowa Youth Survey questionnaire available to district parents.** You may access the English and Spanish versions of the questionnaire at the IYS website at <https://iowayouthsurvey.idph.state.ia.us/>. The link or questionnaire may be shared electronically via e-mail, posted online, and/or included in parent mailings.
- Establish a district make-up date** for any eligible students unable to participate on administration day due to illness or otherwise. Develop a plan so that all make-up surveys are completed **no later than November 12, 2021**. On that day, the web-based survey link will no longer be available.

Up to one week before survey administration:

- The IYS School Coordinator will create a list of the names of all students who will NOT participate in the Iowa Youth Survey.** This list will include students listed on the returned *Refusal of Consent* forms. Further, if any school building in your district is participating in the Youth Risk Behavior Survey (YRBS), this list should also include the names of all 11th grade students in the YRBS sampled classrooms.
 - The IYS School Coordinator will track any *Refusal of Consent* forms and distribute these to the corresponding teacher/classroom along with other administration materials prior to the survey. *It is essential that classroom teachers*

are notified of any students who should not take the survey on administration day. Confirm with the classroom teachers that an alternate activity will be available for any students not taking the Iowa Youth Survey.

- **Confirm if any high school building in your district is participating in the Youth Risk Behavior Survey.** If there *is* a participating building:

1) Obtain the list of sampled classrooms from your district's YRBS Coordinator. (This is usually a high school building principal or their assistant.) *The 11th grade students in the YRBS-sampled classrooms will NOT take the Iowa Youth Survey.*

2) Distribute the list of YRBS-sampled classrooms to the corresponding teacher/classroom. *It is essential that classroom teachers are notified of any students who should not take the IYS due to participation in the YRBS.* Confirm with the classroom teachers that an alternate activity will be available for any students not taking the Iowa Youth Survey.

- Distribute **the *Instructions & Script for Classroom Teachers*** to classroom teachers. They will familiarize themselves with survey administration procedures to ensure successful administration.
- Ensure computer/electronic devices and Internet access will be available for every student** participating in the Iowa Youth Survey.

On survey administration day

- Confirm that classroom teachers have planned an alternate activity for all students not taking the survey, due to parental refusal or YRBS participation.
- Confirm that classroom teachers have the *Instructions & Script for Classroom Teachers* to ensure step-by-step administration of the survey.
- If any classroom teacher experiences problems with the survey link on administration day, they may contact our survey administrator, the Center for Social and Behavioral Research at the University of Northern Iowa, at (319) 273-2105. This number is included in the *Instructions & Script for Classroom Teachers*.

Completing any make-up surveys:

- Ensure that every *eligible* student absent on the original survey administration date is provided the opportunity to complete the survey **on or before November 12, 2021**. These students should take the survey at the school in a group, if possible. The *Instructions & Script for Classroom Teachers* should be utilized to ensure the exact procedures are used consistently for all survey administration, regardless of the date.

If you have feedback on the survey administration process or other concerns about the Iowa Youth Survey, please send an email to iowayouthsurvey@idph.iowa.gov.