



## 2011 MIYHS – Survey Contact Checklist

You can use this checklist to ensure that you have completed the following key tasks that you are responsible for as the survey contact person for the 2011 MIYHS:

- Confirm that the Parent Consent Letters were sent out by your school. Please contact Pan Atlantic SMS Group immediately if this has not yet been completed (toll-free 1-866-477-2810).
- Review the survey materials for your school. Make sure to review each classroom's packet and ensure that there are enough surveys (one extra is included for the teacher).
  - Schools with grades 7-12: For each classroom packet, do the survey booklets and the answer sheets have the same survey code on them (MS-A, HS-B, etc.)?**
  - Schools with 5<sup>th</sup> grade (for those participating in the height/weight screening): Are there enough envelopes for 1 to be used for each student?**
- Train classroom teachers on how to administer the survey by distributing the "*Teacher Information Sheet*" and the "*Classroom Instruction Script*" and reviewing them with the teachers.
- If your school is participating in the 5<sup>th</sup> grade height and weight screening, coordinate with your school nurse to make sure she/he has done the online training and completes the screenings **BEFORE** the students take the survey.
- Provide classroom teachers with a list of students who will not be participating in the survey (due to parental refusal, undeliverable parent letters, etc.).
- Designate a safe, confidential collection area where all teachers can deposit the sealed envelopes containing the completed surveys.
- Organize a make-up session for students who were absent on the day that the survey was administered. Each student should be given the same school and class ID codes that the rest of their class had. Provided that class codes have been properly filled in for each survey, all surveys from the make-up session can be bundled together...even if students weren't in the same class originally. All schools that follow up with absentee students will be entered in to a drawing to win \$250.
- Fill out the *School Packing Form*.
- Drop off or mail the sealed class envelopes, absentee surveys and *School Packing Form*, to either a designated collection location or Attn: MIYHS Survey, Pan Atlantic SMS Group, 5 Milk Street, Portland, ME 04101 as soon as possible after survey administration.

**Thank you very much for your time and help with this project!!**