



YRBS 2019 Guidance for School Contacts (Elective Schools)

Time Frame	Task
As soon as possible	<ul style="list-style-type: none"> ● Reserve computer lab, technology cart, etc. (if applicable). ● Notify staff, faculty, and any other affected parties. ● Decide who will proctor the survey (teachers, community partners, etc.) ● Make sure the planned setting allows for student privacy. ● Review IT Tip sheet to ensure readiness. ● Make sure you're familiar with your district's approach to parent consent (passive or active) and know how to proceed. ● Make sure that you know and abide by any other district policies or procedures. ● If changes to the registration form are needed, make them as soon as possible. ● Decide on procedures for students who need additional time to complete the survey. ● Decide on procedures for students who opt out of the survey.
A few weeks before the survey	<ul style="list-style-type: none"> ● Oversee consent forms process, finalize other issues at your school. ● Use IT Tip sheet and survey URL to check school's IT (if not done prior). ● Test the system using your password and student-level permissions or accounts at your school. ● Remind staff what the YRBS is and why it is important for your school and community. ● Emphasize the importance of getting accurate and timely data on student mental health, physical health, school and neighborhood safety, school connectedness, and AODA use. ● Review the "Keys to High Quality Survey Data" ● Remind staff (or other proctors) that they have an obligation not to discuss or reveal any student information that they may see incidentally. ● If using the "Assurance of Confidentiality" form, start to collect signed forms from your survey proctors. ● Finalize survey procedures at your school (e.g., are all classes able to use the DPI Introduction Video?). ● Use FAQs and other DPI resources to answer parent, staff, or student questions.
A few days before the survey	<ul style="list-style-type: none"> ● Remind teachers/staff of the upcoming survey. ● Finalize any remaining logistics. ● Provide teachers/staff with your school's password (from your most recent YRBS email). ● Provide teachers/staff with the "YRBS 2019 Teacher or Survey Proctor Instructions". ● Make sure teachers know who is excused from the survey.
On survey date	<ul style="list-style-type: none"> ● Do NOT test the survey at this point to make sure it works. All responses entered on your survey date are assumed to be actual student data. ● Use the IT Tip Sheet to assist teachers/staff with any issues. ● Make sure that accommodations are in place for students who opt out, need additional time, or may want to speak with a counselor after the survey. ● Note any issues that arise so that you can communicate them to DPI (if necessary) and/or improve upon your school's YRBS procedures.
April-May	<ul style="list-style-type: none"> ● Estimated date for release of school reports. Some reports may be available sooner.