

## YRBS 2021 Guidance for School Contacts (Elective Schools)

Time Frame	Task
As soon as possible	<ul style="list-style-type: none"> <li>• Reserve computer lab, technology cart, etc. (if applicable).</li> <li>• Notify staff, faculty, and any other affected parties.</li> <li>• Decide who will proctor the survey (teachers, community partners, etc.)</li> <li>• Make sure the planned setting allows for student privacy.</li> <li>• Review IT Prep sheet to ensure readiness.</li> <li>• Make sure you're familiar with your district's approach to parent consent (passive or active) and know how to proceed.</li> <li>• Make sure that you know and abide by any other district policies or procedures.</li> <li>• Decide on procedures for students who need additional time to complete the survey.</li> <li>• Decide on procedures for students who opt out of the survey.</li> </ul>
At least a week before the survey	<ul style="list-style-type: none"> <li>• Oversee consent forms process, finalize other issues at your school.</li> <li>• Identify any students who may need to use the screen reader/audio assistance function and make sure their technology is enabled.</li> <li>• Use IT Prep sheet and survey URL to check school's IT (if not done prior).</li> <li>• Test the system thoroughly (several questions) using your password and student-level permissions or accounts at your school.</li> <li>• Remind staff what the YRBS is and why it is important for your school and community.</li> <li>• Emphasize the importance of getting accurate and timely data on student mental health, physical health, school and neighborhood safety, school connectedness, and AODA use.</li> <li>• If using the "Assurance of Confidentiality" form, start to collect signed forms from your survey proctors.</li> <li>• Finalize survey procedures at your school (e.g., are all classes able to use the DPI Introduction Video?).</li> <li>• If your school indicated during YRBS registration that it serves students from more than one county, determine how teachers/staff can help students know their county of residence. Passive approaches such as listing towns by county on the board are better than approaches where the teacher has to interact with the student, which may make other students concerned that the teacher will see their answers to other questions.</li> <li>• Use FAQs and other DPI resources to answer parent, staff, or student questions.</li> </ul>
A few days before the survey	<ul style="list-style-type: none"> <li>• Remind teachers/staff of the upcoming survey.</li> <li>• Review the "Keys to High Quality Survey Data"</li> <li>• Remind staff (or other proctors) that they have an obligation not to discuss or reveal any student information that they may see incidentally.</li> <li>• Finalize any remaining logistics.</li> <li>• Provide teachers/staff with your school's password (from your most recent YRBS email).</li> <li>• Provide teachers/staff with the "YRBS 2021 Teacher or Survey Proctor Instructions".</li> <li>• Make sure teachers/staff know who is excused from the survey and who may need to use headphones and screen reader.</li> </ul>
On survey date	<ul style="list-style-type: none"> <li>• Do NOT test the survey at this point to make sure it works. All responses entered on or after your survey date are assumed to be actual student data.</li> <li>• Use the IT Prep Sheet and Troubleshooting form to assist teachers/staff with any issues.</li> <li>• 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.</li> <li>• Note any issues that arise so that you can communicate them to DPI (if necessary) and/or improve upon your school's YRBS procedures.</li> </ul>
Late Spring 2022	<ul style="list-style-type: none"> <li>• Estimated release for school reports posted securely to your school's Wise system's SAFE portal.</li> </ul>