

## Wisconsin Online Youth Risk Behavior Survey Survey Administrator Verification Form

A survey administrator is defined as the primary point of contact and coordinator for the administration of an online Youth Risk Behavior Survey (OYRBS). One survey administrator is allowed per survey site. The eligible survey sites are school districts, private schools, tribes, CESA's, and county agencies. The roles and responsibilities of a survey administrator are:

- Supervising the administration of all OYRBS surveys for their survey site.
- Assigning and authorizing all user accounts for their survey site for the roles of survey creator and report reviewer.
- Monitoring the adherence to sound survey practices among all survey participants (e.g., survey proctors, survey creators).
- Protecting the privacy of survey participants.

Survey Site<sup>1</sup> Name:

**Survey Administrator Contact Information:**

Name and Title:

Mailing Address:

Phone Number: (  )

E-mail Address:

**This form must be signed by the survey administrator's district or agency administrator. Note: Private schools are required to have the principal's signature.** By signing this form the administrator acknowledges that the person listed above is the approved survey administrator for the identified survey site. Signing this form also acknowledges that the survey administrator and the signee understand and agree to the survey administrator roles and responsibilities. ***It also ensures that, if selected through a random sampling process, the participating school will participate in DPI's official YRBS which is used to generate official statewide (not local) statistics.***

Print Name and Title:

Signature:

Date:

**Complete the form and scan and email to your Survey Administrator.** Survey Administrators should track and send to Mariah Geiger at [Mariah.Geiger@wisconsin.gov](mailto:Mariah.Geiger@wisconsin.gov). Call 608-266-2684 or email the address listed here if you have OYRBS-related questions.

<sup>1</sup> Eligible survey sites include school districts, private schools, tribes, CESAs, and county agencies