

**2023 Iowa Youth Survey
Checklist for School Coordinators**

**Please administer the survey between
September 25 and November 3, 2023.**

At least three weeks before survey administration:

- Distribute the parental consent form to parents/legal guardians** of all 6th, 8th, and 11th grade students. As a required part of the consent process, you must ensure that parents/legal guardians have the opportunity to review the questionnaire(s), provided at the following URLs.

Be sure to allow sufficient time to collect parental consent.

iys-school.link/6th-English

iys-school.link/6th-Spanish

iys-school.link/8th-11th-English

iys-school.link/8th-11th-Spanish

The URL or questionnaire may be shared electronically via e-mail, posted online, and/or included in parent mailings. All materials are available in English and Spanish.

The parental consent letter provides parents with information to ensure they 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, no further action is required on their part. If a parent *does* want their student to participate, the parent must sign and return the parental consent form to the school prior to the survey administration date. District's should only allow students with signed parental consent to take the survey. The parental signatures may be written or electronic.

- Return the signed district's Parent Consent Fulfillment Attestation Form** to Iowa HHS **at least 10 business days before your survey administration date.** On this form you will provide your superintendent's scanned signature or electronic signature using Adobe, DocuSign or other digital signature service. Typewritten signatures will not be accepted. Send the completed form to iowayouthsurvey@idph.iowa.gov.

Upon review and acceptance of your district's Parental Consent Fulfillment Attestation Form by Iowa HHS:

- Receive hyperlinks to the Iowa Youth Survey administration materials and your district's unique survey links** from the Center for Social and Behavioral Research at the University of Northern Iowa. The administration materials will include: a cover letter, this *Checklist for School Coordinators*, and the *Instructions & Script for*

Classroom Teachers. These materials will be sent to all IYS coordinators for your district as provided by your Superintendent.

- 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 3, 2023**. After that date, the survey will be closed.

Up to one week before survey administration, your IYS School Coordinator will:

- Track all signed parental consent forms and ensure an accurate record for each 6th, 8th and 11th grade student.**
- Create a list of the names of all students who will participate in the Iowa Youth Survey based on receipt of signed parental consent forms.** *It is essential that classroom teachers are provided an updated student participation list on administration day.*
 - 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 to familiarize them 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.
- If you have students who use screen readers, please contact the Center for Social & Behavioral Research at (319) 273-3117.

On survey administration day

- Provide classroom teachers with an updated student participation list per classroom.
- Confirm that classroom teachers have the *Instructions & Script for Classroom Teachers* to ensure step-by-step administration of the survey and the survey link **FOR THEIR GRADE.**
- If any classroom teacher experiences problems with the survey link on administration day, they may contact our survey administration partner, the Center for Social and Behavioral Research at the University of Northern Iowa, at (319) 273-3117. 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 3, 2023**. 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.