

## Classroom Facilitator's Checklist for the Iowa Youth Survey

1. You will find the Iowa Youth Survey link on the District Web Page. Have students click on it to begin survey. It is very important that all classroom facilitators follow the exact same procedures. Read the instructions in the beginning of the survey aloud to each group of students. Otherwise the data will not be considered reliable statewide. **A list of students not taking the Iowa Youth Survey will be provided to you prior to taking the survey.**
2. When reading the instructions to students, speak slowly and clearly, making sure every student understands what to do and how important it is to take the survey seriously.
3. Before the students enter the room, have the following written on the board or in a way that all can see it:
  - County Number(s)** Hamilton-40, Boone-08, Wright-99, Webster-94
  - District Number** 6867
  - Building Number** Middle School - 0209  
High School – 0109

Students are to enter the number of the county where they live, not the county of the school. Write the number of appropriate counties large enough for all to see. We have provided a copy of the note for you to make copies for students to take home and ask their parent if they do not know what county they live in. This is the only time during the survey that the classroom facilitator may walk around the room to check that the correct information is entered.

Once the survey starts, the facilitator may NOT walk around the room or answer questions. Remind students that if they do not understand a question, it is ok to skip it rather than guess.

4. Facilitator **MUST** get an accurate count of the number of students taking the survey in each room. The numbers will be recorded on the Class Census Form and then given to Linda Williams who will enter the data into the online census system. A census form is provided for you to show what data needs to be collected.

### **DURING SURVEY COMPLETION:**

Please monitor carefully so students don't observe other student's responses.

Do **NOT** walk around the room or near the students. We need for students to feel that all of their answers are completely confidential.

If you notice any students who seem distressed by the survey, notify the school counselor after the class period is over. Be sure to maintain that student's confidentiality.

If students need to quit the survey before finishing, ask them to close the browser window. All previous screens will be saved.

When students complete the Iowa Youth Survey, have them close out and then answer the additional question link on the district web page.

### **AFTER SURVEY COMPLETION:**

When all students have completed the survey and closed out, thank them again for their participation.

Next, have students reset computers to the district web page.

Submit the consensus form located on the District Web Page to Linda Williams.

Thank you for your time and cooperation to take the Iowa Youth Survey.