



## Survey Day Checklist

*Record dates and mark off important steps in the OHYES! process*

**ON SURVEY DAY**, remember to:

\_\_\_\_\_ **Check Computer Systems for Proper Operation**

\_\_\_\_\_ **Get the Student Opt Out list from the Office**

Inform survey administrators which students CAN NOT participate in the survey and who will need an alternate activity (such as quiet reading, homework completion, or any other activity approved by the school).

\_\_\_\_\_ Make sure students are seated with adequate spacing to foster privacy

\_\_\_\_\_ Ensure student confidentiality and anonymity. Please review "Protecting Student Confidentiality and Anonymity" (see Schools/Confidentiality tab or Downloads tab).

\_\_\_\_\_ Follow your school's policy on student supervision – please do not leave students unattended, or supervised by other students.

\_\_\_\_\_ **POST** the URL on the board

\_\_\_\_\_ **POST** your District IRN number on the board

\_\_\_\_\_ **Announce the OHYES! to Students**

**READ:** "Today you have the opportunity to take the Ohio Healthy Youth Environments Survey, known as the OHYES! With OHYES! you can help us learn about the climate at school and the health and academic issues that impact your quality of education and daily life. Results from the survey can help your school leadership advocate for creating safer and more welcoming schools.

(Announce if your school is offering one community service hour to students who participate and how they get the credit).

To ensure privacy, please do not talk or look at others computers. I will not look at your answers and no one else is allowed to either.

This survey is anonymous-- no names, birth dates or identification numbers are asked.

The survey will take about 15 minutes. You may skip any question that you don't wish to answer or stop at any time.

To begin, please enter the web address into your computer (or tablet) browser to access the online survey. Read the survey instructions and Click, "I Agree" or "I do not want to take the survey".

When you finish the survey, (insert your schools' alternate activity or other instruction)."

\_\_\_\_\_ **Report** any issues arising during survey administration, please email us at [Info@ohyes.ohio.gov](mailto:Info@ohyes.ohio.gov).

**Thank you for your assistance!**

If you have questions about these instructions, please email [Info@ohyes.ohio.gov](mailto:Info@ohyes.ohio.gov) or call 1-(866)-563-6904.