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# CalSCHLS Planning Worksheet

Use this document to guide your upcoming survey administration.

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Who will be your district coordinator for CalSCHLS?

Name: \_\_\_\_\_

How will you use your [CalSCHLS Data](#)? (Core module will cover all of the following.)

[For LCAP and SPSA Reporting](#)

[For TUPE Reporting](#)

[For Comprehensive School Safety Plans](#)

[For Promoting Positive School Climates](#)

[For Social Emotional Learning](#)

[For Suicide Prevention Policies](#)

[For Promoting Mental Health and Resilience](#)

[For Anti-bullying Policies](#)

[For ATOD Prevention](#)

Other: \_\_\_\_\_

Which funds will your district use to pay for the [CalSCHLS fees](#)?

Local Control Funding Formula Funds

[Tobacco Use and Prevention Education Funds](#)

County Office of Education Funds or other District Funds

Will your district use a [Memorandum of Understanding \(MOU\)](#)? If so, who will sign it?

District Coordinator

District Superintendent

District Board President

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Will your district require a contract or LEA generated agreement which requires a \$300 processing fee and up to 15 business days to complete?

No

Yes. If so, when will you request the contract or agreement from your TA?

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Which core surveys do you plan to administer?

[California Healthy Kids Survey Elementary](#) (grades 3 through 6)

[California Healthy Kids Survey Secondary](#) (grades 6 and above)

[California School Staff Survey](#) (all teachers and staff grades K and above)

[California School Parent Survey](#) (all parents and guardians grades K and above)

Does your district have a specific grant that requires administration of one of the following modules along with the core module?

[TUPE Elementary](#) (TUPE): Required for TUPE grantees administering the elementary survey in grades 5 and/or 6.

[DFC Module Secondary](#) (DFC/STOP Act): Required for Drug Free Communities (DFC) and Sober Truth on Preventing Underage Drinking Act (STOP Act) grantees.

[AOD Module Secondary](#) (DFC/STOP Act): 4-minute module included for secondary schools selected for the 2021-2023 19<sup>th</sup> California Healthy Kids Biennial Survey. Also required for Drug Free Communities grantees and STOP Act grantees.

[Mental Health Supports Secondary](#) (Cal-Well): Required for Cal-Well grantees. Also required for districts participating in the Mental Health Supports Survey.

[Mental Health Supports Elementary](#) (Cal-Well): Required for Cal-Well grantees. Also required for districts participating in the Mental Health Supports Survey.

Does your district plan to collect data for items not included on the core and required modules and by administering:

an existing [supplemental module](#), or

adding [custom questions](#)?

When do you plan to administer the surveys?

**Fall Administration** opens early October and closes the start of winter break. Recommended as it is less likely to conflict with scheduled testing later in the school year.

Dates of Survey Administration Window: \_\_\_\_\_

Which survey(s)?                  Student                  Staff                  Parent

**Spring Administration** begins early February and closes the end of the school year. Recommended to complete surveying early in spring to avoid busy schedules, testing, and decreased attendance rates.

Dates of Survey Administration Window: \_\_\_\_\_

Which survey(s)?                  Student                  Staff                  Parent

When will you send [parental consent and notification](#)?

With back-to-school registration packets (strongly recommended)

Other date (3 to 6 weeks prior to survey administration): \_\_\_\_\_

How will you send [parental consent and notification](#)?

Home mailings or e-mailings of back-to-school registration packets

Electronic forms (i.e., Google Docs or Google Forms)

Learning Management Systems (i.e., Power School, Canvas, Blackboard, Class Dojo, etc.)

All the above (strongly recommended)

Where will parents/guardians be able to preview the surveys?

Via links on the school/district websites

Via links emailed or texted to parents/guardians

Paper copies at the school/district offices

All the above (recommended)

Who will be the school site coordinators?

List names and emails:

When and how will you [train the school site coordinators](#)?

Date (2 to 8 weeks prior to survey administration window): \_\_\_\_\_

In person

Webinar

Recorded webinar

How will you provide survey materials ([assurance of confidentiality](#), [introductory script](#), [teacher instructions](#), and [parental consent forms](#)) to school site coordinators and classroom teachers?

Email, Google Doc, Other Platform, etc.

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How will the teachers, schools, or the district track students who do not have permission to participate in the survey?

For elementary students (grades 3 through 6 [active consent](#), opt-in, required):

The classroom teacher will monitor consent returns and will make certain students without consent do not receive access to the survey content.

(Recommended)

A school or district administrator will track active consent and will prepare lists of non-participants for teachers and make certain those students do not receive access to the survey.

For secondary students (grades 7 and above [passive consent](#), opt-out, required)

A school administrator will collect parent opt-out/refusals and will prepare lists of non-participants for teachers administering the survey and make certain those students do not receive access to the survey. (Recommended)

A district administrator will collect parent opt-out/refusals and will prepare lists of non-participants for school administrators, who will make certain those students do not receive access to the survey.

How will you provide survey links to parents and guardians?

Direct mailings (a postcard can often suffice)

School Learning Management System

Automated texting systems

Posting on the school website (access behind school login)

All the above (strongly recommended)

How will school site coordinators notify you when they have completed the student and staff survey administration?

Email, Google Doc, Other Platform, etc.

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When will you email [calschls@wested.org](mailto:calschls@wested.org) to notify the CalSCHLS TA team that your district has completed survey administration?

As soon as all schools have finished administering their surveys.

Approximate Date: \_\_\_\_\_

To register for the survey you will need to:

Collect your enrollment numbers for the grades and schools administering the survey  
Enter your district/school information on the [CalSCHLS Coordinator Portal](#).

For guidance on how to use the CalSCHLS Coordinator Portal, follow the written or video instructions on the [CalSCHLS website](#).

To close your survey administration you must:

Email your CalSCHLS Regional TA at [calschls@wested.org](mailto:calschls@wested.org)  
Complete the order reports tab on the CalSCHLS Coordinator Portal

For guidance on how to order reports, please contact your CalSCHLS Regional TA at [calschls@wested.org](mailto:calschls@wested.org).

Task	Suggested Timeline	Date	Notes
Parental Consent and Notification	With back-to-school registration/enrollment		
Submit MOU	4–12 Weeks prior to Survey Administration		
Select School Site Coordinators	8–10 Weeks prior to Survey Administration		
Train School Site Coordinators	6–8 Weeks prior to Survey Administration		

Planning Notes: