



Guide to CalSCHLS Survey Administration

This document describes the separate responsibilities that District Coordinators (Section A) and Site Coordinators (Section B) have when it comes to administering the CalSCHLS surveys.

Section A. District Coordinators

This section describes the responsibilities and resources for your survey administration.

Once you have chosen a general survey time period and submitted your survey registration, begin working with each school to set up specific, convenient dates, and identify/train a school site coordinator. It is recommended that you set a survey window to promote timely survey administration. The suggested survey window for the student survey is two weeks and for the staff and parent surveys, it is four weeks. You may choose to keep the survey open past the survey window in an attempt to increase the response rates.

Administration Responsibilities

- Identify and [train school site coordinators](#).
- Distribute survey URLs to school site coordinators and/or classroom teachers/proctors administering the survey to students, all school staff, and all parents/guardians (see resources below).
- Monitor [survey response rates](#) by school for students, staff, and parents.

- Communicate with school site coordinators to increase participation and completion of the survey.

Optional Resources for Distributing Survey URLs

[Student Slide Deck \(PowerPoint\)](#): Disseminate URLs to students and guide them in the survey selection process.

[Access Letters](#) (Word): Disseminate URLs to students, staff, and parents.

Section B. School Site Coordinators

This section describes the school site coordinator's responsibilities for your survey administration.

Administration Responsibilities

- Identify which classrooms will participate in the CHKS and notify the teachers.
- Notify teachers/proctors which students don't have [parental consent](#) to participate.
- Provide the [Elementary Survey Administration Packet](#) or [Secondary Survey Administration Packet](#) to all teachers/proctors administering the survey. The packets include scripts, instructions, and the assurance of confidentiality.
- Communicate with District Coordinator when surveying is complete and collect and return parental consent forms and assurance of confidentiality.

If you have additional questions, please email calschls@wested.org with a clear subject line so we can route your question to the appropriate support personnel.