

Guide to Training Site Coordinators and Proctors

Please note.

School site coordinators should be identified **no later than two weeks prior** to survey administration.

This Guide walks you through the training District Coordinators should provide to school site coordinators and classroom teachers/proctors on parental consent, survey administration, confidentiality, and student support.

School site coordinators should be trained on how to:

- provide parents/guardians access to the survey modules via the school website, other electronic communication, and/or hard copies available at the school office.
- track students who do not have permission to participate in the survey.
 - Refer to the [*Guide to Obtaining Parental Consent*](#) in for more support.
- distribute survey URLs to classroom teachers/proctors, school staff, and parents/guardians.
 - Refer to the [*Guide to Understanding and Sharing Your Survey Link File*](#) in for more support.

- identify an adult at school (counselors, nurses, or teachers) who will be available to students if any survey items bring up concerns or needs.
- notify the district when site surveys are completed and collect and return paper materials such as parent permission slips and assurances of confidentiality to the district office.

Classroom teachers/proctors who will be administering the survey should be trained on how to:

- distribute the URLs for the survey to students with consent and to make sure students without consent have an alternative activity.
- use the [Elementary Survey Administration Packet](#) or the [Secondary Survey Administration Packet](#) that will be provided to them by the school site coordinator.

Please note.

All classroom teachers/survey proctors should sign the Assurance of Confidentiality (included in the packet) to reinforce the obligation to protect student privacy.

- contact another adult at school (counselors, nurses, or teachers) if any of the survey items bring up concerns or needs for the students.
- train students on how to contact an adult if any of the survey items bring up concerns or needs for them.

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.