



# 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.

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## 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.

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

The Core Survey takes approximately 15-20 minutes to complete.

If you should encounter a survey interruption (power or Wi-Fi outage, fire drill, etc.), please note the following information and contact your TA as soon as possible.

School name, grade level, date, time, number of students affected, description of the disruption, and if the students re-started the survey or will survey another day.

This information can help the CalSCHLS team with any data cleaning that may be necessary.

- 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](mailto:calschls@wested.org) with a clear subject line so we can route your question to the appropriate support personnel.*