

## Online Survey Coordinator's Responsibilities

### 1. Distribution of the Survey Administration Guide (*one week before administration*)

The *Online Survey Administration Guide* enclosed in this mailing is designed to instruct the individuals who will administer the survey. Please distribute the Guide to all survey administrators (i.e. teachers). Check for understanding and make sure all questions are answered.

### 2. Distribution of Online Survey Tokens and Classroom Envelopes

*If the materials are not pre-packaged:*

- a) Count out a set of online survey tokens for the appropriate number of students in each participating class;
- b) Place each set of online survey tokens in a classroom envelope;
- c) Label each classroom envelope to indicate which class it is along with **the campus name**. Do **not** seal the envelopes;
- d) Ensure each classroom envelope contains a copy of the *Online Survey Administration Guide*.

*On day of survey administration:*

Distribute envelopes filled with the correct number of online survey tokens and a copy of the *Online Survey Administration Guide* to each survey administrator.

### 3. Packaging the Materials for Delivery to PPRI

After the survey has been administered, teachers will be instructed to seal the completed survey forms in the envelopes. Unused online survey tokens should be kept together **outside the envelope**. Teachers should not leave the room with the sealed envelopes. Rather, someone who did not participate in the actual survey administration should collect the envelopes.

As the Survey Coordinator, you should clearly designate a central location where the envelopes and online survey tokens should be sent. Completed online survey tokens should remain in the sealed envelopes, and the envelopes should be grouped together and **clearly labeled** with the campus name. **Unused online survey tokens should be returned** to PPRI along with the classroom envelopes. All materials should be boxed, and the boxes should be labeled sequentially (i.e., one of three, two of three, etc.). Please email PPRI at [txschoolreturns@ppri.tamu.edu](mailto:txschoolreturns@ppri.tamu.edu) for a shipping label when you are ready to ship your materials. Materials should be sent in a single mailing. Ship to:

Texas School Survey  
PPRI / Texas A&M University  
3833 Texas Avenue South, Suite 130  
Bryan, TX 77802