

Survey Administration Guide

Your school has elected to participate in the *Texas School Survey of Drug and Alcohol Use*. The survey is sponsored and designed by the Texas Health and Human Services Commission (HHSC) and is facilitated by the Public Policy Research Institute (PPRI) at Texas A&M University. You will be administering the survey in one or more classrooms at your campus. PPRI has prepared this Survey Administration Guide to provide information and instructions for conducting the survey.

- Each classroom envelope should have a sufficient number of surveys to accommodate survey administration in the designated classes. If necessary, additional surveys should be requested from the survey coordinator at your campus. Please only administer the survey to the class listed on the label; as these are the classes that received parental notification.
- Please review the Classroom Identification label on the front of your envelope. It is very important that you write the **campus name** (if it is not already written on the label), **the number of students enrolled in your class, and the number of students absent on the day of the survey** on this label.
- Please read all instructions carefully before administering the survey. It is important that these procedures are followed so that administration of the survey is uniform throughout each school. Please stress to the students that their responses are **entirely anonymous**.
- Your attitude towards this survey is extremely important. If students sense the importance of this information, they will take the survey more seriously.
- In addition, your physical position in the classroom may influence the way students answer questions. While students are taking the survey, do not walk around the room. Please sit or stand in a part of the room away from students.
- Try to keep students as quiet as possible throughout survey administration. If students are allowed to talk about the contents of the survey or their own experiences, peer influence could cause students to either inflate or under-report their own drug and alcohol habits.
- The survey should take approximately 30-45 minutes to administer.
- To maintain student confidentiality, **do not view completed survey instruments**.
- Students must use a #2 pencil. Be prepared to provide pencils to students who may not have one. Surveys completed in pen or marker cannot be processed.

Thank you very much for your assistance with this important research project.

Survey Administration Procedure

1.) **Before handing out surveys**, please tell students the following:

“This survey is for the Texas Health and Human Services Commission (HHSC). Survey results will be used for evaluating and planning substance abuse programs for students in grades 7 through 12. No student is required to participate in this survey. This survey will ask questions about your experiences with drugs and alcohol. Do not turn the pages or begin answering questions until we have gone over the survey instructions.”

2.) Make sure all students have a #2 pencil to complete the survey. Hand out the surveys and please tell students the following:

“I cannot answer questions about specific substances or tell you what questions mean. If you are not familiar with a substance listed on the survey, mark the category ‘Never heard of it.’”

3.) Go over the instructions listed on the front of the survey booklet. Be sure to read aloud the **Introduction, Directions, and Example Question**.

4.) Please emphasize the following points to the students:

- This survey is completely voluntary.
- No one will know how individual students answer questions.
- If you do not feel comfortable answering a question or feel you cannot answer a question honestly, leave it blank.
- A drink means a can or bottle of beer or wine cooler, a 4 ounce glass of wine, a shot of liquor, or a mixed drink.

5.) If students refuse to take the survey, have them work quietly at their seat or send them to an area designated by the Survey Coordinator at your campus/district.

6.) Collect all completed surveys and place in the envelope. Please do not view completed surveys. **Verify the completion of the Classroom Identification label** on the front of your classroom envelope. It is very important that the **campus name, number of students enrolled in your class, and number of students absent** is written on this label. PLEASE DO NOT PUT UNUSED SURVEYS IN THE ENVELOPE. Seal the envelope.

7.) Return classroom envelope and unused surveys as instructed by the Survey Coordinator at your campus/district.

Thank you very much for your assistance with this important research project.