

Survey Coordinator's Responsibilities

1. Distribution of the Survey Administration Guide

The *Survey Administration Guide* enclosed in this mailing is designed to instruct the individuals who will administer the *Texas School Survey*. Each individual involved in survey administration should receive a copy approximately one week prior to the scheduled administration date so everyone will have adequate time to read through the information and resolve any questions.

2. Distribution of Survey Instruments and Classroom Envelopes

Enclosed is a set of envelopes and survey instruments. There should be one envelope per participating class with a sufficient number of survey forms. If class information was provided, the campus name, teacher name, and classroom enrollment numbers will be listed on the label that is applied to the front of the envelope. If pre-packaged materials were not requested, classroom envelopes will contain 30 blank survey instruments and a copy of the *Survey Administration Guide*.

If the materials are **not** already pre-packaged, Survey Coordinators should follow these steps:

- a) Place a sufficient number of surveys in a classroom envelope for the appropriate number of students in each participating class;
- b) Ensure each classroom envelope contains a copy of the *Survey Administration Guide*; and
- c) Label each classroom envelope with **the campus name** along with classroom information.

Do **not** seal the envelopes.

In case of mass administration, one envelope per 30 students should be used

Envelopes with the correct number of survey instruments and a copy of the *Survey Administration Guide* should be distributed to each survey administrator on the day the survey is to be given. All survey administrators should have reviewed the *Survey Administration Guide* (described above) prior to this point and should be aware of their responsibilities.

3. Packaging the Completed Surveys for Delivery to TAMU

After the survey has been administered, teachers will be instructed to seal the completed survey forms in the envelopes. Unused blank forms 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 surveys should be sent. Completed surveys should remain in the sealed envelopes, and the envelopes should be grouped together and **clearly labeled** with the campus name. **Blank surveys should be returned** to TAMU along with the classroom envelopes. All survey materials should be boxed, and the boxes should be labeled sequentially (i.e., one of three, two of three, etc.). Materials should be sent in a single mailing. Ship to:

Texas School Survey
Texas A&M University
TAMU 4220, Allen Building
College Station, TX 77843-4220

