



Survey Coordinator Planning Checklist

Use this checklist to record dates of important steps in planning for the OHYES!

Attach the Parent Opt Out Forms and Opt Out List.

Schools must keep this Checklist, Opt Out Forms, and Opt Out List for 4 years.

_____ **Date Discussed the Benefits of OHYES! with School Staff**

_____ **Date Staff Assigned to Assist and/or Proctor the online OHYES!**

_____ **Date Posted and Emailed “School Flyer for Staff”**

Post the **School Flyer for Staff** in staff common areas 3 weeks prior to the survey starting

_____ **Date Scheduling Begins for OHYES! Administration**

Schedule the dates and class periods for the OHYES!

_____ **Customize the “Parent Letter and Opt Out” form**

_____ **Date Sent “Parent Letter and Opt Out” form**

- Send the letter **at least 3 weeks prior** to the survey date (If possible send home 4 weeks prior).
- Schools **MUST** use at least 2 methods of communication (see Step 5 under School Preparation on the website). Email OHYES at info@OHYES.ohio.gov with the methods of communication chosen by your school:

_____ **Email it OR**

_____ **Mail it to the parents**

_____ Post on the school website or include in an online newsletter

_____ Other: _____

_____ Email was sent to parents reminding them about Opt Out Forms

_____ **Date Coordinated with Technology Coordinator about System Requirements**

_____ **Date Posted the OHYES! (version for your school) in the School Office**

_____ **Date Published the School Newsletter or other marketing materials sent to Parents**

_____ **Date Survey Was Announced to Students**

_____ **Date “Parent Opt Out” forms - list compiled and distributed to school staff administering surveys**

_____ **Date – Determine alternative activities available for nonparticipating students or while student’s cycle through the survey**

