



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.

- _____ Schedule OHYES! Administration date
- _____ Discussed the Benefits of OHYES! with School Staff
- _____ Staff Assigned to Assist and/or Proctor the online OHYES!
- _____ Posted and Emailed "School Flyer for Staff"
Post the School Flyer for Staff in common areas 3 weeks prior to the survey
- _____ Customize the "Parent Letter and Opt Out" form
- _____ Send "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). 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
- _____ Coordinated with Technology Coordinator about System Requirements
- _____ Posted the OHYES! (version for your school) in the School Office
- _____ Published the School Newsletter or other marketing materials sent to Parents
- _____ Survey Was Announced to Students
- _____ "Parent Opt Out" forms - list compiled and distributed to survey assistants
- _____ Alternative activities available for nonparticipating students or while student's cycle through the survey