

Attachment A-2. Student Survey Administration Instructions

Prior to arriving at the school please take some time to review the instructions to make sure that you understand administration procedures and have all of the materials you need in advance of the date on which you will administer the survey.

Materials in the Box

The box of survey materials should contain the following things:

- A class roster listing the students in your homeroom class with student IDs
- Surveys for each student in your homeroom class
- Extra surveys for students not included on the enclosed class roster
- 2 boxes of No. 2 pencils
- An envelope for returning completed surveys

Please make sure that your box contains all of these materials prior to the day you plan to administer the survey. If you are missing any materials, please contact Deborah Van Kummer at (512) 391-6551 or deborah.vankummer@sedl.org.

Beginning High School Survey

When arriving in the classroom, thank the teacher for participating in REL Southwest's study *Assessing the Role of Noncognitive and School Environmental Factors in Students' Transitions to High School in New Mexico*. Tell him or her that their participation is very much appreciated. Then, inform him or her that the *Beginning High School Survey* has been designed to measure students' academic mindsets, persistence, learning strategies, academic behaviors, and sense of belonging. It also contains questions about students' perceptions of their school climates and plans for the future. Let them know that the survey is being used in a study looking at relationships between these factors and their transitions to grade 9 funded by the U.S. Department of Education. Inform that for participating in the study, their school will receive a customized school report containing aggregated responses for students in the high school.

Inform the teacher that the survey should take students approximately 20 minutes to complete. Ask them the teacher to allow you to administer the survey at the beginning of the grade 9 English classes in order to allocate enough time for students to finish the survey. Inform the teacher that the *Beginning High School Survey* is voluntary and confidential. Individual student responses will not be made publically available, and student responses will not be tied to any teachers in their school.

Survey Administration

Each box of survey administration materials should contain a stack of surveys to be distributed to the students in the grade 9 English class, as well as a class roster with students' names and ID

numbers. Each survey should have a label displaying a student ID number. The box should contain extra surveys for students who are not listed on the enclosed class roster. The surveys labeled with student IDs should be in the same order as on the class roster.

When distributing the surveys to students, please hand each student the survey that corresponds to their student ID number. Hand each student a No. 2 pencil along with their survey. Please hand an unlabeled survey and No. 2 pencil to students for whom a pre-labeled survey is not available. Instruct these students to print their student ID number clearly on the front of the survey in the box designated for the label.

After handing out the surveys and No. 2 pencils, **please read the following instructions out loud** to the students:

Today you are being asked to complete a survey as part of a research study. The goal of the study is to help students succeed in high school. The survey contains questions about your school, teachers, ninth grade year, parents, and future plans. Please read each of the questions carefully and select the response that is the most true for you.

The survey is not timed, and it is not a test. Your participation is voluntary, and all of your responses to the survey are confidential. Your individual responses will not be made available publically or to anyone at this school. All responses to the survey will be combined with those of others in your school. You do not have to answer all of the questions. You can choose to skip any questions that you do not want to answer.

The Education Sciences Reform Act of 2002, Title I, Part E, Section 183, prohibits disclosure of individually identifiable information as well as making the publishing or communicating of individually identifiable information by employees or staff a felony. Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific school, district, or individual. Any willful disclosure of such information for nonstatistical purposes, except as required by law, is a class E felony.

Please use the No. 2 pencil you have been provided to fill in the circles on the survey booklet. Fill in the circles completely. Do not simply place an 'X' or a check mark in the survey. If you come across a question you do not wish to answer, continue on to the next question. When you are finished with the survey, please close the survey booklet and place the survey on your desktop with the back cover up.

Survey Collection

When students have finished completing the survey, please collect them and place them in the envelope provided in your box of materials. Once all of the surveys have been collected, please seal the envelope.

Returning the Materials

After you have collected all of the surveys, placed them in the envelope, and sealed the envelope, place them in the designated box and return them to REL Southwest. Prior to leaving the classroom thank the teacher and student for participating in the study.