

2021 and 2023 National Youth Risk Behavior Survey

Attachment G

Data Collection Checklist

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333; Attn: OMB-PRA (0920-xxxx)

### DATA COLLECTION CHECKLIST

State: \_\_\_\_\_ School Name: \_\_\_\_\_ Date of Survey Administration: \_\_\_\_\_  
 Teacher: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Class: \_\_\_\_\_ Period: \_\_\_\_\_

**Prior to survey administration, please fill out columns 1-5.**

**This form will be collected by the study representative visiting your school for the national Youth Risk Behavior Survey (YRBS). Please use it to track parental permission forms once you have distributed them to students.**

**Column 1:** Please print student name (or identifier) of all students officially on your class roster.  
**Column 2:** Record date permission form reminder sent.  
**Column 3:** For any student who returns the permission form marked “No,” put a check mark.  
**Column 4:** For any student who returns the permission form marked “Yes,” put a check mark.  
**Column 5:** Indicate which, if any, of the codes listed below apply to students officially on your class roster.

CCI – Cannot Complete Independently      DS – Dropped School      EA – Extended Absence      MA – Moved Away  
 DC – Dropped Class      E – Expelled      OSS – Out of School Suspension      ISS – In School Suspension

**Column 6:** On the day of survey administration, the study representative will work with you to complete Column 6. You will use the following codes to indicate the reason a student did not participate. *If a code was previously used for a student, you will not need to indicate another code.*

A – Absent      NFR – No Permission Form Returned      PR – Parent Refusal      SR – Student Refusal      TAC – Took in Another Class

Column #1 Student Name or Identifier	Column #2 Date Reminder Sent	Column #3 ✓ Che ck if Permission Form was Returned “No”	Column #4 ✓ Che ck if Permission Form was Returned “Yes”	Column #5 Student Codes	Column #6 ✓ Stu dent IS Eligible for Make-Up (A, ISS, SR, or NFR only)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

15.					
16.					

Column #1 Student Name or Identifier	Column #2 Date Reminder Sent	Column #3 Check if Permission Form was Returned "No"	Column #4 Check if Permission Form was Returned "Yes"	Column #5 Student Codes	Column #6 Check if Student IS Eligible for Make-Up (A, ISS, SR, or NFR only)
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					
41.					
42.					
43.					
44.					
45.					
46.					

*For Office Use Only*

<b>Number of Eligible Students</b>	<b>Number of Completed Surveys</b>	<b>Number of Student Refusals (SR)</b>	<b>Number of Parent Refusals (PR)</b>	<b>Number of No Form Returned (NFR)</b>	<b>Number of Other Non-Survey Takers (A, ISS)</b>
------------------------------------	------------------------------------	--	---------------------------------------	---	---

--	--	--	--	--	--