

SCHEDULE OF TASKS

	Date To Begin Task	Date To End Task
1. Obtain classroom counts and order surveys.	____/____/____	____/____/____
2. Identify key contact at each school.	____/____/____	____/____/____
3. Meet with each school coordinator.	____/____/____	____/____/____
4. Record information (school, grade, and number of students) on Student Survey management forms.	____/____/____	____/____/____
5. Schedule survey dates and makeup dates	____/____/____	____/____/____
6. Review parental notification protocols and prepare sheets.	____/____/____	____/____/____
7. Send parental notification sheets to all parents.	____/____/____	____/____/____
8. Designate one person at each school to receive and be responsible for parental forms returned.	____/____/____	____/____/____
9. Identify who will be the survey administrator for each class.	____/____/____	____/____/____
10. Train administrators on survey administration, classroom environment, and confidentiality.	____/____/____	____/____/____
11. Review confidentiality procedures with all other project associates, and get signed agreements from all associates.	____/____/____	____/____/____
12. Consult with school coordinator (and/or teachers) to develop a plan for students not participating in survey.	____/____/____	____/____/____
13. Develop a plan for students who take longer for survey completion and/or who must be part of a “read aloud” group.	____/____/____	____/____/____
14. Contact school coordinator to verify date, time, and rooms for survey.	____/____/____	____/____/____
15. Prepare surveys for administration day.	____/____/____	____/____/____
16. Deliver surveys, instruction sheets, envelopes, report forms, pens, and collection boxes to each school.	____/____/____	____/____/____
17. Meet briefly with all administrators and allow time for quick training if a substitute happens to be in the classroom.	____/____/____	____/____/____
18. Check Parental Consent information: Make sure that students do not participate if parent refused.	____/____/____	____/____/____
19. Check that each classroom or other location follows standards set for orderly and confidential administration.	____/____/____	____/____/____
20. Retrieve survey collection box, and check that report forms are completed in full before leaving classroom. Store them securely.	____/____/____	____/____/____
21. Following makeup date, ship the packaged surveys for data processing.	____/____/____	____/____/____

