

*Kern County Substance Abuse Prevention Education Partnership*

## **District/Site Coordinator Checklist**

for administering the  
**California Healthy Kids Survey (CHKS)**

- Select Site Coordinators**
- Calendar survey**
- Calendar Parent Permission letters to go home**

### **Two Weeks Prior to Administration**

- confirm the time and place/period # of the survey administration;
- confirm classes to be surveyed and number of surveys needed (target all classes for the survey at school sites with under 900 students per grade level);
- if necessary, make sure Spanish versions of the survey and a bilingual staff person are available;
- make sure active parental consent forms have been set to parents; emphasize importance of a high return rate (you must have a 70% positive response); and
- train proctors/teachers in procedures for administering the survey.

### **2-3 Days before the survey**

#### **Confirm each survey site/district coordinator has:**

- transmittal envelope for collecting completed surveys for each class;
- classroom supplies (#2 pencils);

### **Survey Day**

- verify consent;
- make sure seating protects privacy;
- provide each student with a #2 pencil;
- read students the script/introduction and sample answer questions;

### **After Survey Completion**

District/School Coordinator:

- put all student surveys in the transmittal envelope;
- fill out the information required on the transmittal envelope (e.g., school, teacher, % consent forms returned, and % permission granted);
- bundle all materials together (transmittal envelopes, sample parent consent form and sample survey) and send by UPS or another tracking carrier to:

Attn: Kiku Annon  
WestEd  
4665 Lampson Avenue  
Los Alamitos, CA 90720

For further information or assistance, call Daryl Thiesen, Kern County TUPE/SDFSC County Coordinator, (661) 636-4757 ([dathiesen@kern.org](mailto:dathiesen@kern.org)) or Dr. Dixie King, Transforming Local Communities, (661) 827-5250 ([dking@tlcprofessionals.com](mailto:dking@tlcprofessionals.com)).