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throughout the school year

Internal Report

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- 8) Distribute incentives to surveyed students (fall only).
- 9) Thank students and return students to class if in hallway.
- 10) Complete fields on roster (assent, survey, incentive) and ensure counts. Add newly consented/assented students to roster (if applicable; fall only). Indicate problems or absences in notes on roster. If a student had withdrawn or moved classes, this was indicated too.

Returning Survey Data

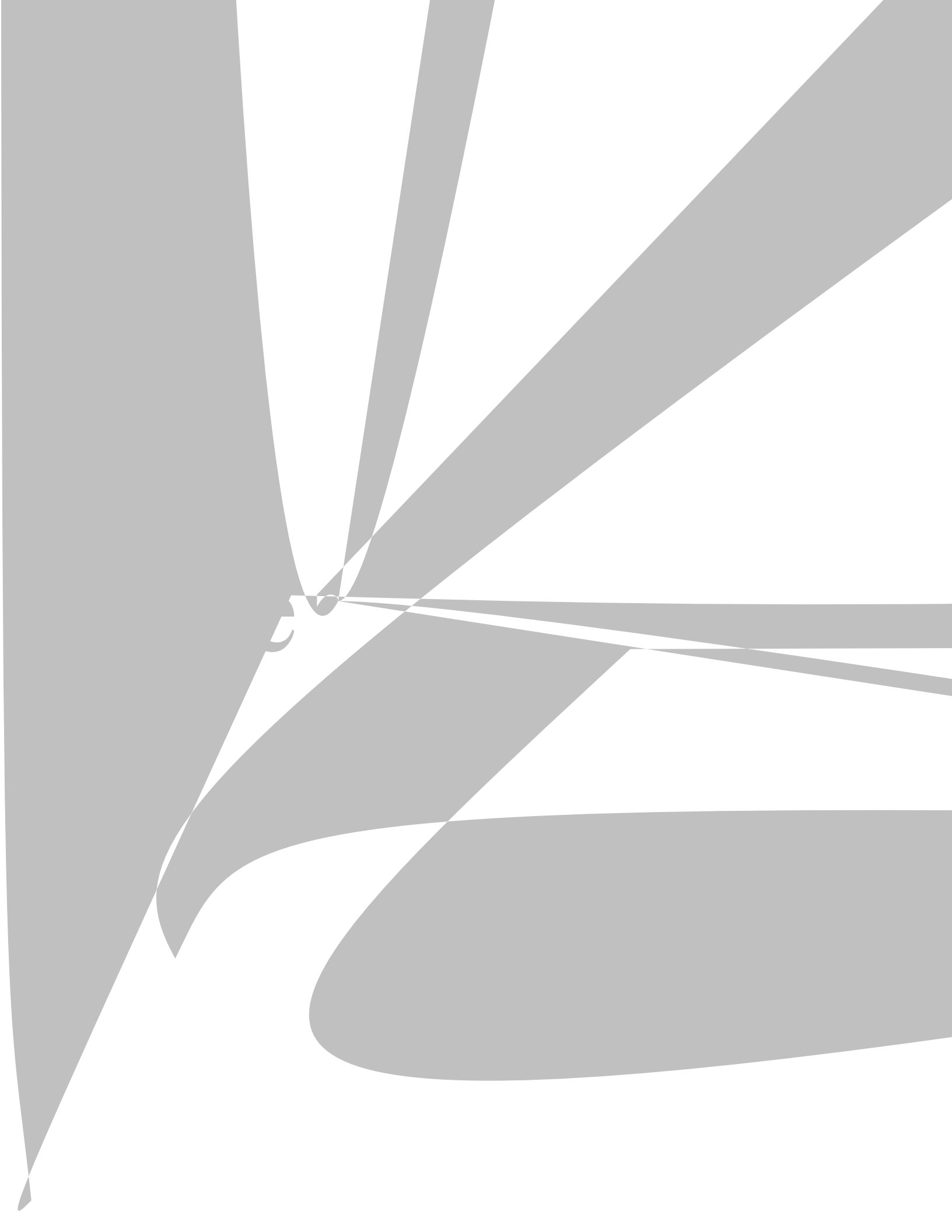
At the end of each data collection, the data collector returned bins to the data manager for secure storage. The data manager pre-processed the bins which included sorting assents from surveys and counting the number of student surveys received by teacher and class period. The number of surveys was included in a tracking spreadsheet file on BOX. The data manager was in communication with, and sent periodic updates to, project management to determine if additional days of administration were warranted. If surveys were incomplete or assents indicated a student did not want to participate by circling “no” on the assent, the survey would be discarded/shredded and the student would be removed from the roster and ultimately, the study.

Processing Student Surveys

Similar to the processing steps for parental consents, a student worker bundled student surveys in stacks of 50 or less. The student worker then scanned the student surveys in CORE, stamping each bundle with a unique identifier for tracking purposes. The student worker returned the bundle to the data manager for recording, and then proceeded to the verification process for the bundle. The data manager coordinated with CORE on which bundles needed double verification (20%) prior to initial verification. A second member of project staff assisted with

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