

2021 YOUTH ASSESSMENT

School Timeline

WHAT	BY WHEN
<ul style="list-style-type: none"> Announce beginning of planning process to district AODA counselors, confirm representatives 	February 2020
Prepare MMSD MOA & review with corporation counsel	February 2020
Prepare District/YC MOU and get DHS corporation counsel approval	March 2017
1 st school district planning meeting <ul style="list-style-type: none"> Review feedback form 2018 process Review 2018 survey—Goal is minimal to no change Review fee and MOU 	April 2020 as part of AODA meeting Location TBD
Attend school superintendent meeting (Brian)	March or April 2020
Send MOU to participating school districts with due date of May 15	April 2020
Follow-up on any outstanding MOUs	May 30, 2020
Finalize Survey administration guidelines, passive consent and script	August 2020
2 nd school district meeting <ul style="list-style-type: none"> Review final survey draft and approve (send out before meeting) Review survey administration guidelines, passive consent & script for introducing the survey to students Review electronic administration process Schedule 1:1 district/vendor administration planning meetings with district technical support staff (K12 Associates) 	September 2020 as part of AODA meeting or smaller regional meetings Location TBD
District staff set up internal procedures and passive consent process	October – Dec. 2020
Survey Monkey links created for each school district (K12 Associates)	November 2020
Check-in with K12 Associates: <ul style="list-style-type: none"> Confirm administration readiness in district Follow-up on technical support as needed Review/test survey links Review survey transparency and parent opt out process Prep proctors/teachers 	October – December 2020
Survey accounts set up at districts and tested	Dec. 2020
Administer Survey in each participating middle/high school	December 4, 2020 – March 1, 2021
3rd District meeting <ul style="list-style-type: none"> Provide each district with data summary & slides Debrief Explore other reporting and analysis template options 	April 2018