

# COPYING & CODING PROCESS

## PREPARE DOCUMENTS FOR COPYING

- Refer to the **Class Breakdown** section of the **School Profile** and obtain the following information:
  - The **total** number of students in each classroom from Grades 4 through Grade 8 (for any 3/4 split classes remember to get the number of Grade 4s only)
  - The **total** number of youngest and only students in each classroom from Full-Day Kindergarten to Grade 3 (or oldest and only, if youngest and only is unavailable)
- Next step is to provide HEAL at Western University (See **contacts template**) with the following information:
  - School letterhead or logo
  - Distribution month
  - Due date
  - STP Facilitator name
  - Principal electronic signature
  - Class Breakdown Chart** found in the School Profile

The HEAL at Western University will notify you by email when your printing is ready for pick up/delivery.

## RETURNED SURVEYS AND CONSENT FORMS

- Upon receiving completed **Family Surveys** and **Consent Forms** from the school, summarize what has been returned in the **Copying & Coding Worksheet** (see example below). The following items need to be determined:
  - Number of returned **Family Surveys**
  - Number of returned **Consent Forms**, which will equal the total number of **Youth Surveys** needed
  - Upon completion, contact HEAL at Western University to arrange for pick-up/delivery.

Youth Surveys Grades 4 – 8					
Code (To be completed by Heal at Western University)	Teacher	Grade	# Students	# of returned Family Surveys	# returned Consents
5101**	Mr. Marshall	3/4	14	10	11
5102**	Ms. Fields	4	22	18	19
5103**	Mrs. Ryan	5	21	19	15
5104**	Mr. Souza	5/6	26	21	21
5105**	Mr. Beauchamp	6	23	22	23
5106**	Mrs. Brown	7	22	17	17
5107**	Ms. El Fayek	7	21	13	16
5108**	Mr. Tamale	8	27	23	25
** Table taken from the <b>Copying &amp; Coding Worksheet</b>			TOTAL:	176	143
					=total # of youth surveys required

## ORGANIZATION FOR YOUTH SURVEY

**! Reminder:** Students in Full-Day Kindergarten through Grade 3 do not participate in the **Youth Survey** and therefore do not require a **Consent Form** or a code for the **Family Surveys**.

1. You will receive a package of youth surveys divided by class. Each survey will have a child's name written on a post-it note that will be provided to the child to complete. Remove the post-it note upon distribution for confidentiality. Please remind students **NOT** to write their names on the surveys.
2. Do not forget to store the documents in a safe place during survey process.
3. Upon completion, contact HEAL at Western University to arrange for pick-up/delivery.

**Organize consent forms and family surveys into two piles and submit documents to the Lab for analysis.**