



2025 MIYHS – Survey Administration Instructions for Teachers (for online web-based survey administrations)

Prior to Survey Administration:

1. Review the survey materials packet to ensure you have the following:
 - '2025 MIYHS — Classroom Script' document
 - An envelope labeled with the correct teacher name and all Access Code cards for your classroom. This envelope is also used to collect the unused Access Code cards for absent students. The label provides the Teacher Access Code to access the online Classroom Summary Information Form. Teachers complete the form to enter day of classroom attendance on day of administration.
 - Perforated sheets of single use Access Code cards for each student to access the 2025 MIYHS at <https://us1se.voxco.com/SE/1422/MIYHS2025/> .
 - A paper survey booklet for teacher's reference
 - A list of students who cannot participate in the survey due to parental/guardian refusal
 - If you are missing any materials, please contact your school's designated MIYHS Coordinator IMMEDIATELY.
 - **Ensure the survey code on the Access Code card match the code that is on the Classroom Envelope label** If not, please contact your school's designated MIYHS Coordinator IMMEDIATELY.
2. Please familiarize yourself with the '2025 MIYHS — Classroom Script' prior to survey administration.
3. Plan an alternative activity for non-participating students. This activity should be something that students can perform independently at their desk while the other students are taking the survey. High participation in the student survey is important to the overall success of the study. Please ensure you select a neutral alternative activity, so students are not discouraged from participating in the survey.
4. Verify that your class seating is arranged to maximize student privacy.
5. Reserve the whole class period (at least 30 minutes) on the selected survey date to ensure students have time to finish the survey without feeling rushed.

During Survey Administration:

1. The '2025 MIYHS — Classroom Script' document must be carefully and clearly read **word-for-word** to your students at the beginning of the class period.
2. Ensure each Access Code Card has the same SURVEY CODE (first three digits of the access codes) and the survey code matches the information printed on the front of each classroom survey packet.
3. If students have questions about the survey, please give them the following contact information:

- ✓ Hayley Pawlowski, Maine Center for Disease Control & Prevention, at MIYHS.DHHS@maine.gov or 207-287-5084.
- ✓ Carolyn Gross, Ph.D., Maine Department of Education, at carolyn.gross@maine.gov or 207-441-9043; or
- ✓ The USM Human Protections Administrator,* at usmorio@maine.edu or 207-228-8434.

** Please note the USM Institutional Review Board has reviewed and approved this study to make sure that students' and parents'/guardians' rights are protected.*

4. Provide students with contact information (name, office #, and/or phone number) of the school's substance use counselor and/or guidance counselor and the Maine Crisis Line (1-888-568-1112 or text/call 988). You should refer students to these resources to discuss additional questions or concerns regarding issues raised by the survey.
5. Separate the perforated Access Code Cards. There should be extra Access Code Cards in the classroom packet to account for enrollment changes or replacement for codes that might not work. The random distribution of the cards reinforces confidentiality and privacy (i.e., the codes are random and cannot be linked back to the student).
6. Please remain at the front of the classroom while students are completing the survey. It is important the students feel their answers are confidential.
7. Please refer to the '2025 MIYHS — Classroom Script' and blank paper survey document to answer students' questions.
8. Complete the online "Day of" Enrollment Form. Use the same 2025 MIYHS survey URL <https://us1se.voxco.com/SE/1422/MIYHS2025/> and unique Teacher Code to login and fill out the short "Classroom Summary Information Form" in its entirety. The Teacher Code will be provided (on the classroom packet label) and contains the School ID and Class ID teachers needed to access the form. The survey will also ask you to include the actual number of students who are absent on the day of the survey. Please list the absent students on the outside of the Classroom envelope label. These students will be eligible for a makeup session. Please do hold make-up sessions for absent students - improving the response rate with make-up sessions boosts the reliability of the results.
9. Students should work quietly at their desks when they are finished with the survey. It is okay if a student does not finish in the allotted time. If students have not finished the survey, please ask them to click the "NEXT" button to skip the questions they have not answered and then click the "SUBMIT" button. It is very important that students click the "SUBMIT" button before exiting the survey or closing the webpage.
10. At the end of class, read the last part of the classroom script and insert the unused Access Code cards into the Classroom envelope and be sure to list the absent students on the envelope label to prepare for the makeup session.

After Survey Administration:

At the end of the class period, please return the envelope to the safe, confidential collection area that was designated by your school's MIYHS Coordinator.

Thank you very much for your participation in the 2025 MIYHS!

PLEASE CONTACT YOUR SCHOOL'S DESIGNATED MIYHS COORDINATOR WITH ANY QUESTIONS.