



# Safety Survey Planning Worksheet

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## Do we want to administer to all parents, students and staff or only a sample of each group?

- If using sampling, are we going to use random sampling or stratified sampling?

### Number of Individuals Being Surveyed

#### **Population.**

Total # of Students: \_\_\_\_\_

Approx. Total # of Parents: \_\_\_\_\_

Total # of Staff: \_\_\_\_\_

#### **Sample (if applicable).**

# To be sampled: \_\_\_\_\_

# To be sampled: \_\_\_\_\_

# To be sampled: \_\_\_\_\_

### Survey Administration:

#### Dates

#### Times

Students: \_\_\_\_\_

\_\_\_\_\_

Parents: \_\_\_\_\_

\_\_\_\_\_

Staff: \_\_\_\_\_

\_\_\_\_\_

## Do we want to administer the web-based or pencil and paper versions of the survey?

- Questions to consider before administering the web-based survey
  - Do we have the technical support to install and support the web-based version? What are those costs?
  - Do we have enough computers for the web-based version?
  - When would computers be available for student, staff or parent administration?
  - If outside web administration were used, how would the passwords and logistics be handled?
- Questions to consider before administering the paper and pencil survey?
  - Do we want to use scanning or hand data entry?
    - If scanning...
      - How will questionnaires be printed in a scan-able format? Allow time for ordering, printing and delivery. Costs?
      - How will paper and pencil versions be administered to each group? Costs?
      - How will scanning be completed? Costs?
    - If hand data entry...
      - How will questionnaires be printed? Allow time for printing. Costs?
      - How and when will they be administered? Allow time for delivery- mailed or in person, and return via mail or in person. Costs?
      - Who will do data entry by hand, and when? Costs?