**3.17c Tips for Surveying in School Settings**

1. Keep the survey short! The shorter your survey, the more likely it is that students will read it carefully and answer honestly. If the survey is too long, students may start randomly checking boxes just to get it done.

2. Include a brief cover letter so students understand why the survey is important. This can help make sure that students take the survey seriously. This can be a short paragraph at the top of the survey.

3. Provide translations of your survey as needed.

4. Pilot the survey with a group of students outside of your group. This will let you know that the questions are clear and how much time it takes to complete it.

5. Meet with a school leader to explain the goals for your project, how the survey will help to meet the goals, and to get permission to distribute the survey during class time.

6. Ask the leader for permission to notify teachers about the survey and what you hope to find. This will let teachers know that the administration supports you and can increase participation.

7. Ask teachers to permit students to complete the survey during staff time. Make sure that you pick classes or teachers that will not result in students taking the survey more than once. This is important: if students take the survey more than once, your data will not be valid.

8. Follow up with teachers. Remind them to give the survey and thank them when it is completed.

9. Alternatively, have student leaders explain the survey to students and ask for their participation.

10. Share what you learn with participants. This will affirm that student participation made a difference and allow you to get feedback to your findings.