

School Administration Checklist

MCS Administration Checklist – For Principal or Nominated School Contact

<input type="checkbox"/>	Complete the school's online ' <i>Agreement to Participate</i> ' form and nominate a contact person before 13 July 2015 .
<input type="checkbox"/>	View Middle Childhood Survey (MCS Resources) via the School menu on our NSW-CDS website.
<input type="checkbox"/>	Arrange and facilitate a meeting with all staff involved in the MCS administration (e.g. Year 6 Teachers, School Psychologist, Stage 3 Coordinator, Wellbeing Leader, and Admin Staff).
<input type="checkbox"/>	Distribute " MCS Administration Checklist – For Teachers " and provide teachers with secure login details for the MCS School Portal (provided to Principal and nominated person(s) in the email: ' NSW-CDS: School Login Details for the myMCS Portal ').
<input type="checkbox"/>	Support teachers to manage written or verbal opt-outs via the myMCS Portal.
<input type="checkbox"/>	Provide computing facilities for Year 6 classes to complete the survey (during Term 3, 2015).
<input type="checkbox"/>	Ensure appropriate resources are available for students requiring special assistance to complete the MCS (e.g. assistance of their usual support workers, if required), including accessing the audio-version of the MCS.
<input type="checkbox"/>	Administer the online Middle Childhood Survey to all children in Year 6 , within your school's nominated two-week time period, from 20 July to 11 September 2015 . (For further details see the MCS Administration Timeline below)

MCS Administration Checklist - For Teachers

Prior to MCS Administration

- View the [NSW-CDS Information Video](#).
- Download the [MCS Administration Guide](#): This will provide a step-by-step guide to assist you in the administration of the survey during class time.
- Distribute MCS "[Parent/Caregiver Information Leaflet](#)" (opt-out forms included) to all parents/caregivers of children enrolled in Year 6.
**To help ensure all parents/caregivers are informed about the study, please distribute the Parent/Caregiver Information Leaflets by email to parents/caregivers and by having students take home a paper copy. This leaflet is available for download on our NSW-CDS website and paper copies will be posted to your school shortly. We will also provide an audio version of the leaflet on our website and have it translated in the 10 most common languages spoken in NSW.*
- Log into the [myMCS Portal](#) to review and update student details (i.e., add or delete student details).
- Manage all written or verbal opt-outs via the myMCS Portal, by opting them out in the student records.
Managing opt-outs will involve the Year 6 teacher(s) updating the School Administration Files in the school's "myMCS Portal". Parents may opt-out their child from the study before or after student survey administration. Teachers are required to keep all opt-out/withdrawal paper copies until the survey closes on **16 October 2015, at which time all opt-out paper copies must be destroyed.*
- Test the survey website and become familiar with the steps in the MCS Administration Guide before administering the MCS in class.

Administering the MCS

- Follow the steps provided in the MCS Administration Guide.
- Manage and provide alternative activities during class-time for those students who do not wish to participate in the MCS.
- Provide the usual support for students who may have concerns following survey completion (or in the unlikely event that a student shows signs of distress). "[Help sheets](#)" with information for teachers, students, and parents are available at our website or can be mailed to your school for dissemination as required.

Post MCS Administration

- Update student records in the myMCS Portal to indicate any students who were absent during the MCS administration period.
- Manage all written or verbal opt-outs via the myMCS Portal.
*(NB. Parents may opt-out their child from the study up until the survey website closes on **16 October 2015**.)*

Middle Childhood Survey Administration Timeline

