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Step # 1: Create a Header Sheet

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This step takes place prior to the administration of the online questionnaire.

To begin Step # 1, click on the “Step 1: Create a Header Sheet” tab on the menu bar at the top of the Web page.

Filling Out a New Header Sheet:

The Olweus® Bullying Questionnaire school Header Sheet contains information necessary to process the school’s questionnaires. Complete a School Header Sheet for each individual school building being surveyed.

*Note: It is very important that all information entered into the Header Sheet is accurate and complete (every required field marked with a * must be filled in).*

Here is a description of each field on the form:

NCES School ID: All public and some private schools in the United States have an NCES School ID number. If you do not know this school’s NCES ID number, a link is provided in which you can enter search criteria to obtain a list of schools in your area. From the list of schools returned by the search, find the school and click on the school name. A page should display with information about the school, including the 12-digit NCES School ID number. **It is very important that this number be entered on the school Header Sheet if you are a public school in the United States.**

If this school is already in our system (has taken the questionnaire before), some fields in this Header Sheet will be automatically filled in (School Name, District Name, School Address, City, State/Province, Zip Code, Country). All you have to do is enter the school’s NCES School ID and click the “Look Up School” button at the top of the Header Sheet for this information to appear.

Is Your School Public or Private? Please select only one answer.

Release Statement: Dr. Dan Olweus and his associates are conducting ongoing research and evaluation of the Olweus Bullying Prevention Program and would like to utilize this school’s data in these efforts. No school or school personnel will be identified. By selecting “Yes,” you are granting consent for this school’s data to be used in this way. This school’s participation will greatly help in the ongoing success of the program. If you select “No,” your data will not be released for research purposes.

How Many Years Has Your School Been Implementing the Olweus Program? Please indicate the number of years this school has been implementing the Olweus Bullying Prevention Program. If the school is administering the questionnaire to obtain baseline data before implementing the program or has implemented the program for less than a year, select zero.

School Name and District Name: Enter the school name and school district name exactly as you wish them to appear on the reports you will receive. If this school is in our system, this information may be automatically entered for you.

Street Address, City, State or Province, Zip Code, Country: Enter the address of the school building where the questionnaires are being administered. If this school is in our system, this information may be automatically entered for you.

Phone, Contact Person, Title, and Email: Enter the phone number, name, title, and email address of the staff member who should be contacted when the school's electronic report is ready. If you are your district's Olweus Bullying Prevention Program coordinator, you may want all school reports within your district to come to you. In this case, you should clear this with each individual school's leadership.

For Private or Non-U.S. Schools: Some private schools may have NCES IDs that contain both letters and numbers. For those that don't, and for non-U.S. schools, you must fill out the remainder of the form for the specific school building. This information should be for the school building where the questionnaires will be completed.

- **School Level:** Select the level of the school where the questionnaire is being administered. If the school has more than one level in the same school building, select all that apply.
- **Approximate School Enrollment:** Give an approximate number of students who attend the school where the questionnaire is being taken. Even if some students will not be surveyed, they should be included in this overall number.
- **Municipality Type:** Select the type of municipality in which the school is located, not necessarily the entire school district. Select only one option.

Questionnaire Assignments: On each school's Header Sheet, there is a place to assign questionnaires to the school. This may or may not be the total amount of questionnaires you have ordered. This number may be changed at a later time if you so choose. The questionnaire should only be administered to students in grades 3 or higher. When the students begin the survey, they will have the option to select either the English or the Spanish version of the survey. In the next step, Generate Student Access, administrators will have the option to select username and password or unique URL administration for the students.

Important: Each school must survey a **MINIMUM** of 15 students per grade for those questionnaires to be included in the school's report. If the school has fewer than 15 students per grade, Hazelden will need to recode and combine grades for you at an additional cost of \$75. Contact your Hazelden sales representative for more information.

Available Grades: Check the box next to each grade of students who will be taking the questionnaire assigned to this Header Sheet. The grades that you indicate will be the only grades students will be able to select on the questionnaire itself. For example, if your school covers grades 1-3, you will want to only check the boxes for grades 1, 2, and 3, and leave the boxes for grades 4-12 unchecked. At least one grade must be selected in order to administer the questionnaire.

You can add or remove grades at any time prior to the administration of the questionnaire by going to the Edit Header Sheet section of this Website.

We highly recommend that you perform this step in order to avoid the possibility that some students may select their wrong grade level either by accident or on purpose.

Available Questions: There are three optional questions included in this questionnaire. These are questions 12, 32, and 40. Click “Yes” or “No” for each question if you want it included on this school’s questionnaire.

- **Questions 12 and 32** discuss bullying of a sexual nature. It is not recommended that these questions be included for younger students taking the questionnaire.
- **Question 40** is an optional question asking for the students’ race. You may also decide not to include this question.
- **Questions 41 and 42:** If you decide to include one or two additional questions that are specific to this school’s needs (questions 41 and 42), be sure to select “Yes” in the “Available Questions” section for each. You will need to enter the question(s) and response choices in the fields provided. Select “English” if you are entering the question(s) in English, and select “Spanish” if you are entering a Spanish translation of the question(s). Note: The English question(s) will not automatically be translated into Spanish. You will need to enter the Spanish translation to your question(s). It is important that the questions require students to give only one answer for each question, and each question can have no less than two and no more than five response choices.

To Submit a Header Sheet:

When all of the fields on the Header Sheet have been entered, click on the “Submit Header Sheet” button to save it. Once you have saved a Header Sheet, you cannot delete it. However, some fields are editable if you need to change some information. After submitting a Header Sheet, you will be automatically brought to the “Step 2: Generate Student Usernames” Web page. This means that the Header Sheet was saved correctly.

If you need to fill out another Header Sheet for another school, click on the “Step 1: Create a Header Sheet” tab on the top menu bar and begin the process again.