

Study on Child Development in a Pandemic Context – Teacher Component

Participation Procedure

The list of students selected in your class and your questionnaire login information are **on the back of your invitation letter for the study**.

Before completing the questionnaires

1. Give the information letter, which includes a refusal form, to the parents or guardians of each student listed in your invitation letter. Parents can fill out the form if they do not want a questionnaire to be completed about their child. Be sure to collect the refusal forms signed by the parents, if any, and return them to Statistique Québec in the prepaid envelope provided.
2. Have the following information on hand for all the students listed in your invitation letter:
 - Permanent code
 - Postal code
 - Date of birth
 - Number of days absent from school
3. Make sure you have observed the student for at least a month before filling out a questionnaire about them. If you have not been able to do so before the end of the data collection period, select the appropriate answer to the questions in the introduction section of the questionnaire.

What should I do if a parent indicates they want to withdraw their child from the study?

If a parent or guardian refuses to let you fill out a questionnaire about their child, indicate it in the first question of the introduction section in the questionnaire and make sure you return the refusal form to Statistique Québec using the envelope provided.

If you receive a refusal form for a child after you have submitted their questionnaire, return the form to Statistique Québec anyway: the data will be destroyed upon receipt of the form.

Completing the questionnaire(s)

1. Make sure your web browser is up to date and go to the following address:
statistique.quebec.ca/school.

2. Enter the student's identifier found **on the back of your invitation letter** and follow the instructions to complete the questionnaire. If you have received more than one identifier, you must repeat this step for each one of them.

Note: If you do not have access to the Internet, please call us at the number found under "Questions or assistance" at the end of this procedure. We will make the necessary arrangements so that you can answer the questionnaire over the phone.

Other important information

- If you are two teachers for the same group, the teacher assigned to the student is the one who must answer the questionnaire.
- Once you have submitted the questionnaire, you will no longer be able to modify it.
- The information contained in the questionnaires must be protected at all times. It is confidential. Fill out the questionnaires in an appropriate location to ensure confidentiality.

Questions or assistance

If you need assistance or technical help or if you have any questions about the questionnaires, please contact Statistique Québec by telephone (1-800-561-0213) or by e-mail (5e-annee@stat.gouv.qc.ca), making sure to mention your file number, which can be found in your invitation letter (it starts with "E425").

Our hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.