

INSTRUCTIONS FOR DATA ENTRY

1. *Variable name convention: Each item in the survey corresponds to a variable name in the data entry file. Each item number is preceded by the letter 'P' that indicates 'Parent' survey (vs. Youth or Teacher) followed by the survey section letter (A, B, C, D., etc.). Therefore, variable name for item number 5 in section C of Parent survey would be 'PC05'. Please note that the variable item number is in two-digit format. All variable names are indicated in bold in place of the item numbers.*
2. *The codes for each item that are to be entered into the computer data entry file are also indicated in bold.*
3. *Other special instructions for the particular item are indicated in italics and bold.*
4. *For missing data, please leave it blank. Do not enter '0', '99', or any other codes.*

TELL US ABOUT THIS CHILD

SECTION A-1:

PAC01. Is the child male or female? Male = 1 Female = 2

PAC02. What is the child's age? _____ years old **[Enter as is but only numbers]**

PAC03. Was the child born in the United States?
Yes = 1 No = 0

How would you best describe the child? (Circle all that apply.)

[Enter '1' if applicable for each variables below; leave blank if does not apply] PAC04_3

- PAC04A White / Anglo Saxon
- PAC04B Black or African American (non Hispanic)
- PAC04C Asian / Asian American
- PAC04D American Indian or Alaskan Native
- PAC04E Pueblo (specify tribe: **PAC04EA – Enter as is**)
- PAC04F Navajo
- PAC04G Apache (specify tribe: **PAC04GA – Enter as is**)
- PAC04H Other Indian: (specify: **PAC04HA – Enter as is**)
- PAC04I Hispanic
- PAC04J Mexican/Mexican American/Chicano
- PAC04K Spanish
- PAC04L Central American (specify: **PAC04LA – Enter as is**)
- PAC04M South American (specify: **PAC04MA – Enter as is**)
- PAC04N Puerto Rican
- PAC04O Cuban
- PAC04P Other: specify **PAC04PA – Enter as is**

PAC05. What is the child's grade in school?

3rd grade 4th grade 5th grade 6th grade

Not in school = 8 Other = 9 (**PAC05A – Enter as is**)

TELL US ABOUT YOU

Section A-2:

PA01. Are you male or female? Male = **1** Female = **2**

PA02. What is your age? _____ years old [**Enter as is**]

PA03. What is your marital status?

1 = Single

3 = Separated

5 = Widowed

2 = Married

4 = Divorced

6 = Living with someone (partner,
boyfriend, girl friend)

9 = Other: Specify _____ [**PA03A - Enter as is**]

PA04. How many children do you have living with you? [**Enter as is but only numbers**]

PA05. How many persons live in your home? [**Enter as is but only numbers**]

PA06. Were you born in the United States? Yes = **1** No = **0**

PA07. If **NO**, how many years have you been in this country? [**Enter as is but only numbers**]

PA08. Is a language other than English spoken in your home? Yes = **1** No = **0**

How would you best describe yourself?

[Enter '1' if applicable for each variables below; leave blank if does not apply]

- PA09A** White/Anglo Saxon
- PA09B** Black or African American (non Hispanic)
- PA09C** Asian /Asian American
- PA09D** American Indian or Alaskan Native
- PA09E** Pueblo (specify tribe: **PA09EA** – Enter as is)
- PA09F** Navajo
- PA09G** Apache (specify tribe: **PA09GA** – Enter as is)
- PA09H** Other Indian: (specify: **PA09HA** – Enter as is)
- PA09I** Hispanic
- PA09J** Mexican/Mexican American/Chicano
- PA09K** Spanish
- PA09L** Central American (specify country: **PA09LA** –Enter as is)
- PA09M** South American (specify country: **PA09MA** – Enter as is)
- PA09N** Puerto Rican
- PA09O** Cuban
- PA09P** Other: (specify **PA09PA** – Enter as is)

PA10. What is the highest grade you completed in school? **[Enter number of the grade]**

PA11. What is your current employment status?

- | | | | |
|----------|--|----------|------------------------------|
| 1 | Employed full time (35 hours a week or more) | 5 | Unemployed, disabled |
| 2 | Employed part time | 6 | Unemployed, retired |
| 3 | Unemployed, looking for work | 7 | Other: Specify _____ |
| 4 | Unemployed, not looking for work | | [PA11A - Enter as is] |

SECTION B:**Tell us about your child's performance in school.**

PB01. Which of the following best describes your child's grades?

- | | | | |
|---|---|----|---|
| 7 | All A's – <u>Excellent</u> Grades | 3 | All C's – <u>Average</u> Grades |
| 6 | A's & B's – <u>Very Good</u> Grades | 2 | C's & D's – <u>Below Average</u> Grades |
| 5 | All B's – <u>Good</u> Grades | 1 | Failing- <u>Unsatisfactory</u> Grades |
| 4 | B's & C's – <u>Above Average</u> Grades | 98 | Currently not enrolled in school |
| | | 99 | Do not know |

PB02. Has your child ever been held back in school? Yes = 1 No = 0

PB03. How would you describe your child's school attendance?

- | | | | |
|---|-----------------------|----|----------------------------------|
| 4 | Is never absent | 1 | Is absent a lot |
| 3 | Is hardly ever absent | 98 | Currently not enrolled in school |
| 2 | Is sometimes absent | 99 | Do not know |

PB04. When your child gets home from school, who is waiting for him or her most days?

- | | |
|----|---|
| 4 | A parent or other grown up is there |
| 3 | No one is home – your child is alone for a while |
| 2 | No grown up is home – your older child(ren) is there |
| 1 | No grown up is home – you child takes care of his/her younger brothers or sisters |
| 98 | Your child does not go home after school |
| 99 | Your child is not in school |

PB05. How often you do have disagreements or arguments with your child?

- | | | | |
|---|----------------------|---|--------------------|
| 4 | Almost every day | 1 | A few times a year |
| 3 | Once or twice a week | 0 | Never |
| 2 | A few times a month | | |

PB06. How often do you and your child talk about his/her child's future?

- | | | | |
|---|----------------------|---|--------------------|
| 4 | Almost every day | 1 | A few times a year |
| 3 | Once or twice a week | 0 | Never |
| 2 | A few times a month | | |

PB07. How often do you and your child talk about problems that your child is having?

- | | | | |
|---|----------------------|---|--------------------|
| 4 | Almost every day | 1 | A few times a year |
| 3 | Once or twice a week | 0 | Never |
| 2 | A few times a month | | |

PB08. Do you usually know who your child is with when he/she is away from home? Yes = 1 No = 0

PB09. Does your child have a curfew or set time to be home on school nights? Yes = 1 No = 0

PB10. Does your child have a curfew or set time to be home on weekend nights? Yes = 1 No = 0

SECTION C:

This next section asks you to describe your family. When answering each question, think about your family.

	Almost Never	Once in a while	Some times	Frequently	Almost Always
PC01. Family members ask each other for help	1	2	3	4	5
PC02. In solving problems, the children's suggestions are followed	1	2	3	4	5
PC03. We approve of each other's friends	1	2	3	4	5
PC04. Children have a say in their discipline	1	2	3	4	5
PC05. We like to do things with just our immediate family	1	2	3	4	5
PC06. Different persons act as leaders in family	1	2	3	4	5
PC07. Family members feel closer to other family members than to people outside the family	1	2	3	4	5

	Almost Never	Once in a while	Some times	Freq uently	Almost Always
PC08. Our family changes its way of handling tasks	1	2	3	4	5
PC09. Family members like to spend free time with each other	1	2	3	4	5
PC10. Parent(s) and children discuss punishment together	1	2	3	4	5
PC11. Family members feel very close to each other	1	2	3	4	5
PC12. The children make the decisions in our family	1	2	3	4	5
PC13. When our family gets together for activities, everybody is present	1	2	3	4	5
PC14. Rules change in our family	1	2	3	4	5
PC15. We can easily think of things to do together as a family	1	2	3	4	5
PC16. We shift household responsibilities from person to person	1	2	3	4	5
PC17. Family members consult other family members on their decisions	1	2	3	4	5
PC18. It is hard to identify the leader(s) in our family	1	2	3	4	5
PC19. Family togetherness is very important	1	2	3	4	5
PC20. It is hard to tell who does which household chores	1	2	3	4	5

SECTION D:

Read each item below carefully, and decide how much you think your child has been bothered by this problem during the past month

	Not at all	Just a little	Pretty Much	Very Much
PD01. Picks at things (nails, fingers, hair, clothing).	0	1	2	3
PD02. Sassy to grown-ups.	0	1	2	3
PD03. Problem with making or keeping friends.	0	1	2	3
PD04. Excitable, impulsive.	0	1	2	3
PD05. Wants to run things.	0	1	2	3
PD06. Sucks or chews (thumb, clothing, blankets).	0	1	2	3
PD07. Cries easily or often.	0	1	2	3
PD08. Carries a chip on his/her shoulder.	0	1	2	3
PD09. Daydreams.	0	1	2	3
PD10. Difficulty in learning.	0	1	2	3
PD11. Restless in the "squirmy" sense.	0	1	2	3
PD12. Fearful (of new situations, new people or place, going to school).	0	1	2	3
PD13. Restless, always up and on the go.	0	1	2	3
PD14. Destructive.	0	1	2	3
PD15. Tells lies or stories that aren't true.	0	1	2	3
PD16. Shy.	0	1	2	3
PD17. Gets into more trouble than others same age.	0	1	2	3
PD18. Speaks differently from others same age(baby talk, stuttering, hard to understand).	0	1	2	3

	Not at all	Just a little	Pretty Much	Very Much
PD19. Denies mistakes or blames others.	0	1	2	3
PD20. Quarrelsome.	0	1	2	3
PD21. Pouts and sulks.	0	1	2	3
PD22. Steals.	0	1	2	3
PD23. Disobedient or obeys but resentfully.	0	1	2	3
PD24. Worries more than others (about being alone, illness or death).	0	1	2	3
PD25. Fails to finish things.	0	1	2	3
PD26. Feelings easily hurt.	0	1	2	3
PD27. Bullies others.	0	1	2	3
PD28. Unable to stop a repetitive activity.	0	1	2	3
PD29. Cruel.	0	1	2	3
PD30. Childish or immature (wants help s/he shouldn't need, clings, needs constant reassurance).	0	1	2	3
PD31. Distractibility or attention span a problem.	0	1	2	3
PD32. Headaches.	0	1	2	3
PD33. Mood changes quickly and drastically.	0	1	2	3
PD34. Doesn't like or doesn't follow rules or restrictions.	0	1	2	3
PD35. Fights constantly.	0	1	2	3
PD36. Doesn't get along well with brothers or sisters.	0	1	2	3

	Not at all	Just a little	Pretty Much	Very Much
PD37. Easily frustrated in efforts.	0	1	2	3
PD38. Disturbs other children.	0	1	2	3
PD39. Basically an unhappy child.	0	1	2	3
PD40. Problems with eating (poor appetite).	0	1	2	3
PD41. Stomach aches.	0	1	2	3
PD42. Problems with sleep (can't fall asleep, up too early, up in the night).	0	1	2	3
PD43. Other aches and pains.	0	1	2	3
PD44. Vomiting or nausea.	0	1	2	3
PD45. Feels cheated in family circle.	0	1	2	3
PD46. Boasts and brags.	0	1	2	3
PD47. Lets self be pushed around.	0	1	2	3
PD48. Bowel problems (frequently loose, irregular habits, constipation).	0	1	2	3

You're done!!!

Thanks again!!

TURN YOUR SURVEY IN TO THE PERSON IN CHARGE