



SURVEY COORDINATOR PACKET

Healthy Youth Survey 2023

The work you do is important to the success of the survey.

Carefully following these instructions helps ensure that results for your school will be accurate and useable. Use the Survey Coordinator Checklist with these guidelines to mark off each important step in the survey administration process. We greatly appreciate your help in this effort!

All of the materials that you need to implement HYS will be emailed to you and are available online in the new AskHYS.net Survey Coordinator Portal: www.AskHYS.net/HYS/SurveyCoordinatorPortal

Survey Coordinator Packet Contents

- SURVEY COORDINATOR GUIDELINES..... Guidelines - 1
- Steps for Early September..... Guidelines - 1
- Review Survey Coordinator Packet..... Guidelines - 1
- Select a Survey Date and Time Guidelines - 1
- Steps for Early to Mid-September..... Guidelines - 1
- Take the Required Survey Coordinator Training..... Guidelines - 1
- Inform School Office Staff About the Survey..... Guidelines - 1
- Notify Parents and Students About the Survey Guidelines - 2
- Steps for Mid to Late September Guidelines - 3
- Arrange for an Alternative Activity Guidelines - 3
- Get Your Survey Test Link(s) Guidelines - 3
- Meet with Your IT Staff..... Guidelines - 3
- Test Your Survey Link(s)..... Guidelines - 4
- Steps for Early October Guidelines - 4
- Train Teachers to Administer the Survey..... Guidelines - 4
- Before the Survey Administration..... Guidelines - 4
- The Day of Administration..... Guidelines - 5
- APPENDICES TO PRINT Guidelines – 6
- SURVEY COORDINATOR CHECKLIST..... Checklist - 1
- SCHOOL OFFICE INFORMATION.....Office Inforamtion - 1
- STUDENT OPT OUT LISTOpt Out List - 1
- INFORMATION FOR PARENTS & STUDENTS LETTER
- SURVEY ADMINISTRATION INSTRUCTIONS Administration Instructions - 1



SURVEY COORDINATOR GUIDELINES

Healthy Youth Survey 2023

Steps for Early September

Review Survey Coordinator Packet

Carefully review the Survey Coordinator Guidelines and other documents in this packet. This packet includes:

- A Coordinator Checklist,
- The School Office Information and Student Opt Out List,
- The Parent and Student Information Letter, and
- The Survey Administration Instructions.
- 2023 survey questions can be reviewed at: www.AskHYS.net/Resources/SurveyQuestionnaires

Select a Survey Date and Time

- The survey ***should be administered*** during the weeks of ***October 9 through October 27***. If you need extra time, you can administer the survey the next week as long as completed surveys are submitted by November 3rd.
- Work with your school administrators and other staff to pick a day that will be the most convenient for the school and a day when large groups of students will not be missing.
- Schedule the survey time(s) so that students will have 45 minutes to take the survey.
- The 2023 HYS is to be administered in-person as an electronic survey. Schools who are unable to administer the survey in-person like Alternative Learning Experiences, online learning, virtual, etc., can request to administer the survey remotely. Go to www.askhys.net/Hys/Exemptions to request a remote administration.
- Students who are not present at the school full-time, including those participating in alternative programs and Running Start, may take the survey on a different day or time during the same one-week period as the rest of the school. This does not include full-time students who were absent on the day of the survey.

Steps for Early to Mid-September

Take the Required Survey Coordinator Training

Complete the online Survey Coordinator Training at least two weeks before the survey, available at www.AskHYS.net/HYS/SurveyCoordinatorPortal:

- Go through the Coordinator Training Presentation PowerPoint
- Take the short online Training Quiz (to fulfill your training requirement)

Inform School Office Staff About the Survey

- Give staff a copy of the School Office Information and Student Opt Out List after filling in your name on the "Your school's HYS Survey Coordinator is:" line on the front of the form.
- Place a copy of the Parent and Student Information Letter in the school's main office.
- Educate staff in the school's main office so they are aware of the survey and know where copies of the Parent and Student Information Letter and Surveys are. Ensure they know how to respond to

questions about the survey and how to use the Student Opt Out List for any students or parents who decline participation.

- If parents ask to see the survey questions, let them know they are available online at: www.AskHYS.net/HYS/AdministrationMaterials. If they can't access them online, please print them out a copy of the questions. We encourage schools to print out at least one copy of the questions to keep at the front desk for quick and easy access.

Notify Parents and Students About the Survey

The Parent and Student Information Letter is available in English, Spanish, and 16 additional languages at www.AskHYS.net/HYS/AdministrationMaterials.

There are 4 specific steps required to complete notification:

1. Notify **parents** about the survey using at least one of the following methods:
 - Mail the Information Letter home.
 - Send the Information Letter home with students.
 - Email, make robocalls, or use the Skyward system to notify parents about the survey using the required language below and attach a copy of the Information Letter to emails or Skyward.

Required text:

Washington State Healthy Youth Survey 2023

Our school is participating in the Washington State Healthy Youth Survey during fall 2023. The survey will be given to students in Grades 6, 8, 10 and 12 in large districts and students in Grades 6 through 12 in small school districts.

The Healthy Youth Survey includes questions related to physical activity and diet, unintentional and intentional injury, substance use, sexual behaviors, abuse, risk and protective factors, and access to school-based services. Survey results are used by schools, communities, and state agencies to plan programs to support our youth and reduce their risks.

Participation in the survey is voluntary and the students' answers are anonymous. There are no codes or information used to match a survey to a student.

For EMAIL, also add:

Please read the attached Parent and Student Notification Letter for more information about the Healthy Youth Survey.

For ROBOCALLS, also add:

The Parent and Student Notification Letter is available on the school website for more information about the Healthy Youth Survey.

2. Notify **students** at school about the survey using both methods below:
 - Post the Parent and Student Information Letter in a school common area, AND
 - Notify students about the survey during a school assembly or in the classroom in which the students will take the survey.
3. Post information about survey on your **school's web site**. Post the information in a prominent location using the required text for emails or robocalls above and include a link to the Information Letter.
4. **Confirm that all notification steps are complete online** by filing out the **Verify form**:
 - Log in to AskHYS and go to the Survey Coordinator Portal. Click the **Verify** button and complete the Verify form.
 - Online Verification must be submitted at least 2 weeks before the survey. If you're giving the survey on October 9th, the last day to complete verification is September 25th.

CRITICAL STEP:

Notify parents/students and complete the online Verify form as soon as possible!
Submitting the Verify form triggers the system to activate your survey links.
All notification steps must be complete at least 2 weeks before the survey.

Steps for Mid to Late September

Arrange for an Alternative Activity

- Decide what alternative activity will be provided and whether or not these students will remain in the same room or be asked to move to another room.
- Each school may decide what alternative activity to provide in the school, as long as it is an appropriate activity (e.g., free reading time, assigned supplemental reading, a library assignment, if arranged in coordination with the school librarian, or another appropriate activity). Activities such as cleaning litter off the football field or allowing students to leave school early are inappropriate.

Get Your Survey Test Link(s)

- Your survey test link(s) (URL) will be accessible in the Survey Coordinator Portal when you log in to AskHYS.net. You can access your link(s) any time:
 - 2023 links will appear below the Edit/Verify buttons for each school registered.
 - Your test link will become live after you Verify online that parent/student notification is complete and during the date range your school indicated on the registration form (from **October 9 through October 27**).

Meet with Your IT Staff

- **Work with your IT staff** (or those that support the online State Assessments) to determine how to best implement the Survey at your school:
 - Meet with your IT staff to discuss the survey and designate HYS technical support staff.
 - Work with IT staff to assure devices will be set up and available on the date(s) needed.
 - Determine how and where your school will administer the survey to your students. Consider the following options:
 - Use Hapara or something like it to restrict student's internet access and to ensure that they only interact with the specific website for the survey.
 - Use Canvas, Google Classroom, or something like it to pre-place or bookmark the survey link on each student's device desktop.
 - Write/show the survey link on the board for students to enter themselves.
 - For schools that are permitted to administer the survey remotely (e.g., Alternative Learning Experiences, online learning, virtual, etc.), display the -survey link for them to copy into their own browser or you can send it to them in a chat box or the mechanism you use for sharing URLs during remote learning.
 - **Don't** ask student to take the survey on a cell phone.
 - The survey is completely anonymous, and no one can know how students responded. To ensure student privacy, schools and districts must **disable any recording, keystroke tracking, and video capture software** on school-issued devices used to take the survey. Please work with your District Security Manager to ensure any such software is appropriately deactivated during survey administration.
 - Students should be instructed to do the same on personal devices used to take the survey

before they begin.

Test Your Survey Link(s)

- Access your test survey link(s) on the [Survey Coordinator Portal](#) and make sure everything is working properly.
- Click on the link(s) and check to see your school's name and the proper grade for students taking the survey. The survey for students in 8th grade and older is different from the survey for younger students, so there may be two different survey links.
 - Start the survey and check for the following:
 - The survey is formatted with a blue or green background. If it's all white, please remove any pop-up blockers and try it again.
 - Forward through the survey and make sure you can get to the end where it says Submit.
 - Ensure that the system allows for cookies. The survey needs to drop one cookie that will last for 3 days.
 - Make sure the survey works on each different type of device that students will use.
 - If the test links aren't working, ask IT staff to "whitelist" the survey URLs and re-test them.
- Ensure that any recording, keystroke tracking, and video capture software is disabled.

Steps for Early October

Train Teachers to Administer the Survey

- Arrange a time to meet with the teachers/staff who will be administering the survey.
- Explain that the survey is to be administered during a structured classroom time for all schools (including those schools that are permitted to do the survey remotely). The survey is not a test, but it needs to be taken in a 'test-like' environment to ensure the quality of the data and to help protect student privacy. Students should not be asked to take the survey on their own time or as homework. Surveys taken on weekends or outside of regular school hours will not be accepted.
- Discuss the following key elements needed for a successful administration:
 - Describe the survey's purpose.
 - Emphasize that student participation in the survey is **anonymous and voluntary**. It's important that students do not feel that they must participate in the survey.
 - Inform teachers about the alternative activity for students who will not participate in the survey.
 - Describe the importance of teachers protecting the anonymity of the data.
 - Ask teachers to create an environment where students feel comfortable providing honest answers.
 - Explain to teachers the importance of the survey and how the results can be used to better understand your school's climate, for school planning and improvements, and justify existing programs or apply for funding for programs to help students.
- A Classroom Administrator Training PowerPoint to help you train teachers to administer the survey is available on the [Survey Coordinator Portal](#).
- Show teachers the Classroom Instructional Video and how to use it: www.k12.wa.us/HYSvideo. If they cannot show the Video, explain the extra information they need to read to students in the Administration Instructions.

Before the Survey Administration

- Print enough Administration Instructions for each classroom.
- Add the following to the Administration instructions:

- The survey link, as appropriate for the classroom grade.
- The survey date and time.
- Your name and contact information.
- Print enough Resource Lists for each student or distribute or post the URL for the Resource List to all students after the survey is completed. The resource list in multiple languages is available at www.AskHYS.net/HYS/AdministrationMaterials.
- Repeat an announcement to students about the survey **on the day prior** to the administration.
- Remind staff about the upcoming survey and ensure classrooms are prepared for the survey.
- Check in with IT staff to **ensure the survey link(s) work and everything is ready** for administration.

The Day of Administration

- Pick up the **Student Opt Out** List from the school office and inform teachers of students who are to participate in the alternative activity rather than taking the survey.
- Distribute the Administration Instructions with the survey link to each classroom taking the survey.
 - Do not email the survey out ahead of time or post the survey link on social media or with anyone aside from the students taking it.
- Distribute the Resource Lists to each classroom taking the survey or send or post a digital copy of the Resource List to all students that took the survey. The resource list is available at: www.AskHYS.net/HYS/AdministrationMaterials.

Thank you for your assistance!

If you have other questions about any of these instructions, please email SurveyAdmin@AskHYS.net or call toll-free 1-877-HYS-7111.



APPENDICES TO PRINT

Healthy Youth Survey 2023

Survey Coordinator Checklist

Print the Survey Coordinator Checklist and use it to mark off each important task as you complete them.

School Office Information and Student Opt Out List

Print a copy of School Office Information and Student Opt Out List for the staff in the front office. Take time to walk through the information with the staff and explain how to use the Opt Out List and why it is important. Make additional copies of the Opt Out List if needed.

Information for Parents and Students Letter

Print two copies of the Information for Parents and Students letter. Post at least one copy in the school cafeteria or in a common area for students. Give at least one copy to the staff in the front office so they can share it with parents or use it to answer questions about HYS.

Print additional copies of the Information letter if you are mailing it to parents or sending it home with students.

To find a PDF copy of the Information letter to post on your school or district website and to send to parents by email, go to www.AskHYS.net/HYS/AdministrationMaterials.

The Information letter is available in multiple languages at:
www.AskHYS.net/HYS/AdministrationMaterials.

Survey Administration Instructions

Print a copy of the Survey Administration Instructions for each class taking HYS. Write in the survey date, the survey link, and your contact information. Make sure each classroom has a copy on the morning of the survey.



SURVEY COORDINATOR CHECKLIST

Healthy Youth Survey 2023

Early September

- Review materials in the Survey Coordinator Packet, especially the Survey Coordinator Guidelines.
- Schedule the survey date and time(s) so that students will have 45 minutes to take the survey in a classroom setting at school or remotely between October 9 to 27.
- Enter the date(s) that the survey will be administered and update your registration. Log on AskHYS and go to www.AskHYS.net/HYS/SurveyCoordinatorPortal. Click the 'edit' button to enter the date range.

Early to Mid-September

- Take the required Survey Coordinator training and quiz at: www.AskHYS.net/HYS/SurveyCoordinatorPortal.
- Let office staff know about HYS. Place the Parent and Student Information Letter and the School Office Information and Student Opt-Out List in the school's main office. Show them where to find the survey questions online if parents ask to view them.
- Notify parents about the survey using at least one of these methods:
 - Email, make robocalls, or use the Skyward system to notify parents about the survey using the required text in the Survey Coordinator Guidelines and attach a copy of the Information Letter to email or Skyward.
 - Mail or send home the Parent and Student Information Letter.
- Notify students at school about the survey using both methods below:
 - Post the Parent and Student Information Letter in the commons and/or cafeteria.
 - Announce the survey in a school assembly or in classrooms.
- Post information about HYS on the school web site using the required text in the Survey Coordinator Guidelines and include a copy or a link to the Parent and Student Information Letter.
- Confirm online that all notification steps are complete by filing out the Verify form. Log onto the AskHYS.net and go to www.AskHYS.net/HYS/SurveyCoordinatorPortal. Click on Verify to complete the form.

Mid to Late September

- Arrange for an alternative activity for students not taking the survey.
- Log on and get your survey test links from the www.AskHYS.net/HYS/SurveyCoordinatorPortal.
- Meet with your IT staff to discuss the survey and determine how to distribute E-survey links to students. Work with IT staff to test the survey links and to assure computers will be set up and available on the date(s) needed. Ensure there is no monitoring software on the devices issued by the school for use in the survey.

Early October and the Day of the Survey

- Train teachers about the importance of the HYS and how to administer the survey (using the PowerPoint at www.AskHYS.net/HYS/SurveyCoordinatorPortal), including how to use the Classroom Instructional Video.
- Ensure classrooms are prepared. Print Administration Instructions for each classroom, adding the survey links and your contact information. Either print copies of the Resource List for each student or be prepared to forward or post the URL to all students after the survey is completed.
- On the day of the survey, use the Student Opt-Out List to inform teachers of students not taking the survey. Distribute Administration Instructions and Resource Lists to each classroom.



SCHOOL OFFICE INFORMATION

Healthy Youth Survey 2023

This document is provided for school office staff to help answer questions from parents and students about the Healthy Youth Survey. To help ensure that participation in the survey is voluntary, use the Student Opt Out List on the back of this document to list the names of students who will NOT take the survey due to parental or student request.

Please take a few minutes to familiarize yourself with the Parent and Student Information Letter about the Healthy Youth Survey. The letter will be distributed to all parents and students in grades 6, 8, 10 and 12 at your school (and in grades 7, 9 and 11 in small school districts). Make a few extra copies of the Letter for parents or students who come to the office to get more information about the survey or for those who may have misplaced the copy of the Letter that was sent to them.

Parents can view the survey questions online at: <https://www.askhys.net/Resources/SurveyQuestionnaires>. If they can't access them online, please print them out a copy of the questions. We encourage schools to print out at least one copy of the questions to keep at the front desk for quick and easy access.

We are requesting your help to ensure that student participation in the survey is completely voluntary. Use the Student Opt Out List to record the following information:

- **Write the name and grade of any student whose parent contacts the office staff or the principal to ask that their student not participate in the survey.**
- **Write the name and grade of any students who contacts the office staff or the principal to ask not to participate.**
- **Provide the list of these student names to your school's Survey Coordinator the morning of the survey. The Coordinator will notify the students' teachers that the student should not take the survey and should be directed to the alternative activity planned by the school.**

Your school's Survey Coordinator is: _____

If parents or students have any questions about the survey, please encourage them to contact:

Name: _____

Phone: _____

Email: _____

Thank you for your help!



INFORMATION FOR PARENTS & STUDENTS

Our school will participate the Healthy Youth Survey during this Fall.

The survey asks questions about risks for injury, health outcomes, and alcohol and drug use. Schools, and state and local agencies use survey results to support our youth and reduce their risks. The Healthy Youth Survey is voluntary and anonymous and provides important information to guide policy and programs that serve our youth.

Please share this information with your student.
Then talk about the survey and decide if your student will participate.

Q: Who will be asked to take the survey?

A: Students in Grades 6, 8, 10, and 12 across Washington State and students in Grades 7, 9 and 11 in small school districts.

Q: Is the survey voluntary?

A: Yes! Students taking the survey can skip questions and stop taking the survey at any time. If you do not want your student to participate in the survey, you can call the school to excuse your student. Students can also tell their teacher that they do not want to take the survey. Students not taking the survey will take part in a different activity, such as studying or reading in the library. There is no penalty for not taking part in the survey. Your student's grades will not be affected.

Q: What questions are on the survey?

A: Survey questions come from surveys across the nation and in Washington. Parents or guardians can contact their school office to see a copy of the questionnaire or review the questions on www.askhys.net.

Some topics include:

- Information, such as age, sex, race and ethnicity
- Feelings about school and community
- Relationships with parents, friends, and neighbors
- Eating habits, physical activity
- Health education
- Attitudes about and the use of tobacco, alcohol and other drugs
- Behaviors and feelings related to safety
- Behaviors related to violence
- Gender identity (optional and simplified version available for Grades 6 and 7*)
- Sexual orientation (not for Grades 6 and 7)
- Sexual behavior, abuse and exploitation (not for Grades 6 and 7)

* Unless schools specifically opt into asking this question, students will not be asked to report their gender.

Q: How is student identity protected?

A: The HYS is always voluntary, and students will not put their names on the survey. There are no codes or information to match a survey to a student. No one from the school will look at their answers. Students will submit their completed surveys confidentially when they are done.

If there were unauthorized access to students' answers, someone might try to identify a particular student using information like school, grade, and race/ethnicity. However, we take confidentiality very seriously and there are several steps we use to prevent unauthorized access to students' answers and to ensure that the sensitive information collected on the survey remains anonymous. You can learn more at: <https://www.AskHYS.net/HYS/HYSInformation>

Q: How are the survey results used?

A: Schools, school districts, counties and state agencies use the results to understand our students and to provide them with the services they need. Results are used for planning, evaluating, and improving programs, and getting the money to support them. Anonymous data are also shared with local health departments, Tribal Epidemiology Centers, and approved researchers.

Need More Information?

If you have any questions about the purpose of the survey or survey procedures:

- Call toll-free 1-877-HYS-7111
- Email healthy.youth@doh.wa.gov

Information about the Healthy Youth Survey can be found at: www.AskHYS.net

The Washington State Institutional Review Board has approved the procedures for the Healthy Youth Survey that are described in this letter. If you believe these procedures have not been followed, please call 1-800-583-8488. You do not have to leave your name. All messages will be returned.

Students have been taking the Healthy Youth Survey since 2002. The number of students has grown from only a few thousand students to over 230,000 a year!

Thank you for reviewing this information and talking with your student!

The Healthy Youth Survey is sponsored by the following state agencies: Health Care Authority - Division of Behavioral Health and Recovery, Department of Health, Office of the Superintendent of Public Instruction, and Liquor and Cannabis Board.



SURVEY ADMINISTRATION INSTRUCTIONS

Healthy Youth Survey 2023

As a survey administrator, your primary goal is to encourage students to answer thoughtfully and honestly, by emphasizing the importance of the survey. We greatly appreciate your help in this effort!

Coordinator Contact Information: _____

Survey link: _____

Survey date and time: _____

If your survey link doesn't work or doesn't show the correct school name and grade range for your class, contact your Survey Coordinator immediately.

Setting Up the Classroom

The HYS survey is to be administered **during a class period**, whether students are taking the survey at school in a physical classroom or taking it remotely.

- Administer the HYS survey only on the date and time designated by your school (above).
 - **Do** give the survey during structured classroom time.
 - **Do not** ask students to take the survey on their own time or as homework.
 - The survey is not a test, but it needs to be taken in a 'test-like' environment to ensure the quality of the data and to help protect student privacy.
- Share the survey URL during class time, right before students take the survey.
 - **Do not** send out the survey link out ahead of time.
 - **Do not** ask students take the survey on cell phones.
 - **Do not** send or post the survey link on social media or with anyone aside from the students taking it.
- Student participation in HYS is **voluntary**. Any student may decline to participate or may choose to skip any question that he or she prefers not to answer.
 - Tell students there is an alternative activity chosen by the school to do if they do not want to participate in the survey. If you're unsure what the alternative activity is, ask non-participating students to read silently or work on homework.
 - Students taking the survey remotely will be asked if they are in a place where they can answer questions privately and honestly when they begin the survey. If the students feel that they are not in a place to privately or honestly answer questions, they will not be able to continue with the survey. They will be instructed to ask their teacher for the alternative activity.
- HYS is **anonymous**. The survey does not include any information or codes to identify students. Student responses are not sent to the school.
- Accommodate any students with special needs in the manner that they are usually accommodated, to the extent reasonable, *so long as the voluntary and anonymous nature of the survey is preserved.*

Setting Up Computers

- Your school has a unique survey link (URL) that will access the survey for your school and grade levels.
- Set up computers as you normally would or as advised by your HYS Survey Coordinator and IT staff.
- Open computers and enter the URL into the browser, or
- Bookmark the survey link on computers, or
- Write the survey link on the board so students can enter it themselves.
- If your school is permitted to administer the survey remotely, you can either display the link for your students to copy into their own browser or you can send it in a chat box or the mechanism you use for sharing URLs during remote learning.

Starting the Survey

1. Administration requires one full class period (approximately 45 minutes).
2. When students open the survey, confirm that it is for the correct school and grade level.
3. Let students know the survey is available in multiple languages and ASL by selecting language in the upper right corner of the survey.
4. **Read this statement to students:** *“The survey is completely anonymous, and no one can know how you, as a student, responded. If you use a screen capture or recording program on your device, please turn it off before you begin the survey. If you are using a school device that usually has this kind of program, it has already been turned off. This will help make sure you can answer honestly and anonymously.”*
5. **Show the Classroom Instructional Video** www.k12.wa.us/HYSvideo. If you can't show the Instructional Video, read the following to the students before they begin taking the survey:
 - “Today we will be taking the Washington State Healthy Youth Survey. This is not a test. There are no right or wrong answers. Answer as many questions as you can and choose the answer that is right for you. If you don't want to answer a question, just leave it blank. If you don't understand a question, raise your hand and I will try to explain what it means, or you can just skip the question.”
 - “Participation in this survey is anonymous. There are not any codes or information that will identify you or your survey. No one will know which answers are yours. Participation in this survey is voluntary. If you prefer not to participate in the survey, you may {describe the alternative activity designated by the school}.”
 - “Your answers will help your school and community leaders understand what you really think. They are very interested in what you have to say and appreciate your accurate and honest answers. The answers you give are very important and will help provide better programs and services for students.”
 - “Take a minute to read the instructions on your screen. Use the Next button to move forward and the Previous button if you want to go back. When you are done with the survey, hit the Submit button and you will see a Thank You screen. If you finish early, sit quietly at your computer while your classmates finish.”
 - {Give them a few minutes, then ask}, “Do you have any questions? Please start the survey now.”

During the Survey

- To ensure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the survey.
- If your school is permitted to administer the survey remotely, follow your school's current protocol for “test” administration in a remote setting, while conducting the survey.
- Do observe their behavior to ensure that disruptions do not occur or that students do not try to find out how other students answered.
- If students finish the survey, ask them to quietly sit or read silently, or do whatever they would normally do during extra class time.

Completing the Survey

- When the time for the survey is up, ask students to go to the end of their survey and hit Submit. Make sure all the students have submitted their surveys and closed the browser window.
- Distribute the *If You Need Some Help* resource list to all students. Hand out paper copies of the resource list or send them a digital copy: <https://www.askhys.net/HYS/GetDocument?path=Administration%5C2023&fileName=Student%20Resources.pdf>

Technical Issues? Please check the following:

- To navigate the survey, students use the Next button to go forward and the Previous button to go back. If a student accidentally uses the back arrow in the Internet browser, ask them to refresh the page by hitting F5.
- Check the survey welcome page to see if it shows the correct name of the school and grade level ranges. If the school or grade are incorrect, contact your HYS Survey Coordinator.
- Check to see if the survey link is correctly entered into the URL bar and NOT the “search” bar (e.g., Google).
- If you have any issues, contact your HYS Survey Coordinator.