



SURVEY ADMINISTRATION INSTRUCTIONS

2018 Healthy Youth Survey

Please follow these instructions to ensure a successful survey administration.
We greatly appreciate your help in this effort!

As a survey administrator, your primary goal is to encourage students to answer thoughtfully and honestly, by emphasizing the importance of the survey.

Materials Checklist

Please verify that you have the following materials. *If you are missing any of the following materials, contact your Survey Coordinator immediately.*

- Survey Booklets (1 per student).
 - Grade 6 – green Form C (and Grade 7 in small school districts)
 - Grades 8, 10, and 12 – blue Forms A/ B (alternated A-B-A-B) (and Grade 9 and 11 in small school districts). The questions on Forms A and B are numbered differently; however, they require answering approximately the same number of questions.
- Answer Sheet Envelope (1 per classroom).
- If You Need Some Help resource lists (1 per student).
- Spanish surveys with a matching English Survey Booklets (1 per student as needed).

About the Healthy Youth Survey

The survey includes questions related to physical activity and diet, unintentional and intentional injury, substance use, risk and protective factors, access to school-based services, and sexual behaviors, abuse and orientation. Survey results are used by schools, communities and state agencies to plan programs to support our youth and reduce their risks. The Healthy Youth Survey has been given in schools across the state every 2 years since 2002. Over 200,000 students in Washington participated in 2016.

How to Administer the Survey

- Administration requires one full class period (approximately 50 minutes). The survey is administered to all students during the same class period on a single day. Students should answer only as many questions as they can during the class period.
- 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.
- Student participation is **voluntary**. Any student may decline to participate or may choose to skip any question that he or she prefers not to answer. *Students who decline to participate in the survey will participate in the alternative activity chosen by the school.* Your survey coordinator will notify you of any students in your classroom who have already decided not to participate.
- Responses are completely **anonymous**. Students should not write their names on their surveys and no one should be permitted to see a student's answer sheet.
- Remain in the classroom (seated at your desk) while students are completing the survey.
- Complete the information on the front of the Answer Sheet Envelope while the students are taking the survey.
- Each student completes only one Survey Booklet and marks their answers on the perforated answer sheet (the last page of the booklet).

- Students using a Spanish translation should receive a photocopied Spanish survey AND the corresponding English Survey Booklet so they can use the answer sheet from it. The Spanish surveys do not have scannable answer sheets so the matching English Survey Booklet included with each Spanish version provides the answer sheet the student should use.
- 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.*
- When the time for the survey is up, pass around the Answer Sheet Envelope and have each student put his or her answer sheet in the envelope. Do not look in the envelope or allow students to do so.
- Select a student to seal the Answer Sheet Envelope as soon as all answer sheets are inside and before returning it to you.
- Hand out the *If You Need Some Help* resource list.
- Return the sealed Answer Sheet Envelope, all survey booklets, and any other materials (used and unused) to your Survey Coordinator.

Instructions to Students using the Instructional Video

1. **Show the Classroom Instructional Video OR read the following instructions to students:**
 - “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, you can come up and I will try to explain what the question means, or you can just skip the question.”
 - “Participation in this survey is completely anonymous. Do not put your name on the survey or the answer sheet. 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}.”
 - “Students all across Washington are taking this survey. 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.”
2. Direct students who do not wish to participate in the survey to the **alternate activity** designated at your school or advise them to read or study quietly at their desks.
3. **Hand out the survey booklets**, ask them not to open the booklet yet. Read the following to the students before they begin taking the survey:
 - “Tear off the perforated answer sheet on the last page of your survey booklet.”
 - “Answer the questions by marking the answer bubbles on the answer sheet.”
 - “Take a minute to read the cover page on your survey booklet.”
 - *{Give them a few minutes, then ask}*, “Do you have any questions?”
 - “When you finish the survey, I will pass around an envelope to collect your answer sheets. *{Name the designated student}* will seal the envelope and return it to me.”
 - “Please start the survey now.”
4. **When you receive the envelope with the answer sheets, collect all of the other survey materials and hand out a copy of the If You Need Some Help resource list to each student.**