



TIMELINE

Washington State Healthy Youth Survey 2018

- Mar 2018 HYS notification memorandum to ESD and District Superintendents.
- Emailed by OSPI
 - Mailed by DSHS
- Mar Survey recruitment begins:
- Recruitment letter mailed to district superintendents and school principals
 - Recruitment materials posted to: www.AskHYS.net
- Jun 30 End of survey recruitment:
- Final day for schools to register for the survey
- August Email communication begins with coordinators, including copies of Parent and Student Information Letter to allow copies to be sent along with back to school information.
- By Sep 7 Registration confirmation:
- Coordinator emailed to verify registration information and make corrections to registration online at: www.AskHYS.net/Form/RegUpdate
 - Verify registration is complete at: www.AskHYS.net/Form/RegConfirm
- Sep 10 Packet of HYS 2018 Information sent to schools.
- Review all materials and prepare for the survey
- Sep 17 Coordinator training:
- Coordinators complete required online training and submit quiz at: www.AskHYS.net/Registration/CoordinatorTraining
- By Sep 24 Last day to notify parent and student about the survey:
- Notify parents using any of the IRB procedures
 - Notify students using both IRB procedures
 - Post information and the Information Letter on the school/district website
- Sep 24 Verify online that parents and students have been properly notified at: www.AskHYS.net/Form/Notification. Surveys will not be sent unless parent and student notification is verified online.
- Oct 3 Begin shipping survey questionnaires to schools (once notification is verified online).
- Oct 8 Survey administration begins.
- Oct 26 Last day to ship back completed survey materials (using return shipping label).
- Mar 2019 Local reports and slides sent to ESDs, counties, and districts.