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## **KEYS TO SUCCESS for SURVEY COORDINATORS Healthy Youth Survey 2020**

- 1. Understand and communicate the importance of the survey**
  - Results can have important value in proposal writing, county prevention plans, School Improvement Plans, etc.
  - Recognize the importance of a high student participation rate.
- 2. Know the timeline**
- 3. Be familiar with the E-survey survey forms**
  - Elementary form has one link (Form C in green)
  - Secondary form has one link (Forms A and B in blue are randomly distributed to students)
    - Secondary surveys have extra questions your school may choose to ask or not.
  - Schools in small districts can also survey Grades 7, 9 and 11. Grade 7 takes Form C, and grades 9 and 11 take Forms A/B.
- 4. Know where to find more information**
  - Check the HYS web site [www.AskHYS.net](http://www.AskHYS.net) regularly.
  - E-mail updates from OSPI and Looking Glass Analytics.
- 5. Notify parents and students about the survey and verify that you've completed the proper notification**
  - Verify notification is complete by updating your online registration at least 2 weeks before the survey.
  - **E-survey links will not be active until your school verifies that proper parent notification is complete in your original online registration form.**
- 6. Ongoing communication among district superintendent, school principal, survey coordinator, and survey administrators is a must**
- 7. Review your registration information online and update as necessary**
- 8. Understand and follow all institutional Review Board (IRB) requirements**
- 9. Carefully administer the survey**
  - Carefully read and follow all instructions and use the checklist.
  - Keep survey information handy for reference.