



## **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 survey forms**

- Elementary form has one version (Form C in green)
- Secondary form has two versions (Form A and B in blue)
  - 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.
- **Surveys will not be shipped 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.
- Open box of materials immediately upon receipt to check the order.
- Keep survey information handy for reference.