



SURVEY COORDINATOR CHECKLIST

Healthy Youth E-survey 2021

Early September

- Review materials in the Survey Instructional 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 11 to 29.
- Enter the date and time range that the E-survey will be administered. Log onto the Registration page on AskHYS.net and click the 'edit' button and enter your date/time range.

Early to Mid-September

- Take the required Survey Coordinator training and quiz at: www.AskHYS.net/Registration/Training.
- 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 approved Web-Email-Robo Call Sample 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 Web-Email-Robo Call Sample Language 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 registration page on AskHYS.net. Click on Verify to complete the form.

Mid to Late September

- Let office staff know about HYS. Place the Parent and Student Information Letter, copies of the survey, and the School Office Information and Student Opt-Out List in the school's main office.
- Arrange for an alternative activity for students not taking the E-survey.
- Get your E-survey links from the AskHYS.net Registration page.
- Meet with your IT staff to discuss the E-survey and determine how to distribute E-survey links to students. Work with IT staff to test the E-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/Registration/Training), including how to use the Classroom Instructional Video.
- Ensure classrooms are prepared. Print Administration Instructions for each classroom, adding the E-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.

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.