

## SURVEY COORDINATOR CHECKLIST

### Healthy Youth Survey 2025

Use this **Survey Coordinator Checklist** alongside the **Survey Coordinator Guidelines** to mark off each important step in the survey administration process.

#### Early September

- ☐ Review materials in the Survey Coordinator 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, where previously approved, in a classroom-like virtual setting remotely, between October 6 to 24, 2025.
- ☐ Enter the date and time range that the survey will be administered. Log onto the Registration page on [AskHYS.net](https://www.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/HYS/SurveyCoordinatorPortal](https://www.AskHYS.net/HYS/SurveyCoordinatorPortal).
- ☐ Notify parents about the survey using **at least one** of these methods **at least 2 weeks before** your school is giving the HYS:
  - Mail or send home with students the Information for Parents/Guardians and Youth Letter
  - Email, make robocalls, or use the Skyward system (or similar platform) to notify parents about the survey using the "Required language for communications" language in the **Survey Coordinator Packet** and attach a copy of the **Information for Parents/Guardians and Youth** Letter to email or Skyward.
- ☐ Notify students at school about the survey using **both** methods below **at least 2 weeks before** your school is giving the HYS:
  - Post the **Information for Parents/Guardians and Youth** Letter in the commons and/or cafeteria.
  - Announce the survey in a school assembly or in classrooms
- ☐ Post information about the survey on your school's website **at least 2 weeks before** your school is giving the HYS, using the required language from the Survey Coordinator Packet and include a copy or link to the **Information for Parents/Guardians and Youth** Letter.
- ☐ Confirm online that all notification steps are complete by filing out the Verify form. Log onto the registration page on [AskHYS.net](https://www.AskHYS.net). Click on Verify to complete the form.
- ☐ (OPTIONAL, but does not replace the parent/guardian and student notification steps above) Notify parents/guardians and/or students by other methods, using the required language from the **Survey Coordinator Packet** and include a copy or link to the **Information for Parents/Guardians and Youth** Letter. Other methods may include: reader boards, posters,

newsletter, hand out extra copies of the Letter or any other method that your school uses to communicate with parents/guardians and/or students.

- ☐ Provide your contact information (or appropriate contact) in the ***School Office Information and Student Opt-Out List*** document.
- ☐ Place the ***Information for Parents/Guardians and Youth*** Letter, copies of the survey questions, and the ***School Office Information and Student Opt-Out List*** in the school's main office.
- ☐ Let office staff know about HYS. Ensure they know how to answer questions about HYS, where the survey questions can viewed online, and how to use the ***Student Opt-Out List***.

## Mid to Late September

- ☐ Arrange for an alternative activity for students not taking the survey.
- ☐ Get your survey links from the AskHYS.net [Survey Coordinator Portal](#).
- ☐ Meet with your IT staff to discuss the survey and determine how to distribute survey links to students.
- ☐ Work with IT staff to test the survey links and to ensure computers will be set up and available on the date(s) needed.
- ☐ Confirm with IT staff that monitoring software on the devices issued by the school for use in the survey will be disabled during survey administration. This includes software for screen recording, keystroke tracking, and video capture.

## Early October

- ☐ Train teachers/staff who will be administering the survey about the importance of the HYS and how to administer the survey (using the PowerPoint at: [www.AskHYS.net/HYS/SurveyCoordinatorPortal](http://www.AskHYS.net/HYS/SurveyCoordinatorPortal)).

## Day before the Survey

- ☐ Repeat an announcement to students about the survey ***on the day prior*** to administration

## Day of the Survey

- ☐ Pick up the ***Student Opt-Out List*** from the school office
- ☐ Print ***Survey Administration Instructions*** for each classroom, adding the survey links and your contact information.
- ☐ Either print copies of the ***Student Resource List*** for each student or be prepared to forward or post the URL to all students after the survey is completed.
- ☐ Use the ***Student Opt-Out List*** to inform teachers of students not taking the survey.
- ☐ Distribute ***Survey Administration Instructions*** and ***Student Resource Lists*** (or a URL to post) to each classroom.

***Thank you for your assistance!***

If you have other questions about any of these instructions, please email [SurveyAdmin@AskHYS.net](mailto:SurveyAdmin@AskHYS.net) or call toll-free 1-877-HYS-7111.