



SURVEY COORDINATOR GUIDELINES

Healthy Youth Survey 2025

Steps for Early September

Review Survey Coordinator Packet

Carefully review the ***Survey Coordinator Guidelines*** and other documents in this packet. This packet includes:

- A List of Documents to print
- A Survey Coordinator Checklist
- The School Office Information and Student Opt-Out List
- The Survey Administration Instructions
- The Information for Parents/Guardians and Youth Letter

2025 survey questions can be reviewed at: www.AskHYS.net/Resources/SurveyQuestionnaires

Select a Survey Date and Time

- The survey should be administered during the weeks of **October 6 to 24, 2025**. If you need extra time, you can administer the survey the next week as long as completed surveys are submitted by October 31, 2025.
- Work with your school administrators and other staff to select dates that will be the most convenient for the school and when large groups of students will not be missing.
- Schedule the survey time(s) so that students will have 45 minutes to take the survey.
- The 2025 Healthy Youth Survey (HYS) is to be administered in-person as an electronic survey. Schools who are unable to administer the survey in-person (like Alternative Learning Experiences, online learning, virtual, etc.) can **request** to administer the survey remotely as long as they can do so synchronously. This means that students must take the survey in a classroom-like virtual setting, like they might for a test, where there is a teacher or proctor present. This ensures that students have access to necessary support as they complete the survey. At this time, there is no option for asynchronous survey administration.

- Go to www.AskHYS.net/HYS/Exemptions to request a remote administration.
- Students who are not present at the school full-time, including those participating in alternative programs and Running Start, may take the survey on a different day or time during the same one-week period as the rest of the school. This does not include full-time students who were absent on the day of the survey.

Steps for Early to Mid-September

Take the Required Survey Coordinator Training

Complete the online Survey Coordinator Training at least two weeks before the survey, available at www.AskHYS.net/HYS/SurveyCoordinatorPortal:

- Go through the **Coordinator Training Presentation PowerPoint**
- Take the short online **Training Quiz** (to fulfill your training requirement)

Inform School Office Staff About the Survey

- Give staff a copy of the **School Office Information and Student Opt-Out List** after filling in your name on the "Your school's HYS Survey Coordinator is:" line on the form.
- Place a copy of the **Information for Parents/Guardians and Youth** Letter in the school's main office.
- Educate staff in the school's main office so they are aware of the survey and have access to copies of the **Information for Parents/Guardians and Youth** Letter. Ensure they know how to respond to questions about the survey and how to use the **Student Opt-Out List** for any students who have declined participation or parents/guardians who have opted out their youth.
- Ensure staff know where the 2025 question are available online and can provide this information to parents/guardians if they ask to see the questions:
<https://www.askhys.net/Resources/SurveyQuestionnaires>
- Tell staff that if a parent/guardian would like to review the survey, but cannot access the 2025 survey questions online, to , please print them a copy of the questions. We encourage schools to print out at least one copy of the questions to keep in the school office or at the front desk for quick and easy access.

Notify Parents/Guardians and Students About the Survey

The **Information for Parents/Guardians and Youth** Letter is available in English, Spanish, and multiple additional languages at: www.AskHYS.net/HYS/AdministrationMaterials. If you require a language that is not currently available, please contact Healthy.Youth@doh.wa.gov.

There are **4 specific steps** required to complete parent/guardian and student notification. These steps must be completed **at least 2 weeks** before survey administration:

Step 1: Notify **parents/guardians** about the survey with **at least one** of these methods:

- Mailing the **Information for Parents/Guardians and Youth** Letter home or sending it home with students
- Emailing, making robocalls, or using the Skyward system (or a similar student information system) to notify parents about the survey using the required language below and attaching a copy of the Information Letter to emails or Skyward.

Required language for communications:

Washington State Healthy Youth Survey 2025

Our school is participating in the Washington State Healthy Youth Survey during fall 2025. The survey will be given to students in Grades 6, 8, 10 and 12 in large districts and students in Grades 6 through 12 in small school districts.

The Healthy Youth Survey includes questions related to physical activity, unintentional and intentional injury, substance use, interpersonal relationships, school experiences, risk and protective factors, and access to school-based services. Survey results are used by schools, communities, and State agencies to plan programs to support our youth and reduce their risks.

Participation in the survey is voluntary and steps are taken to ensure student privacy. There are no codes or codes used to link a survey back to a student.

For EMAIL, also add:

Please read the attached **Information for Parents/Guardians and Youth** Letter for more information about the Healthy Youth Survey.

For ROBOCALLS, also add:

The **Information for Parents/Guardians and Youth** Letter is available on the school website for more information about the Healthy Youth Survey.

Step 2: Notify **students** at school about the survey using **both** methods below:

- Post the **Information for Parents/Guardians and Youth** Letter in a school common area
- Notify students about the survey during a school assembly or in the classroom in which the students will take the survey. Repeat the announcement to students about the survey **on the day prior** to the administration.

Step 3: Post information about the survey on your **school's website**. Post the information in a prominent location using the required language for communications above and include a link to the **Information for Parents/Guardians and Youth** Letter.

Step 4: Confirm that all notification steps are complete by filing out the online Verify form at least 2 weeks before your school is giving the survey:

- Log into the Survey Coordinator Portal:
www.AskHYS.net/HYS/SurveyCoordinatorPortal.
- Click the **Verify** button and complete the Verify form.

Optional: Schools may also notify parents/guardians and students by other methods (e.g. reader boards, posters, newsletter, hand out extra copies of the Information or any other method that your school uses to communicate with parents/guardians and/or students) but these methods DO NOT replace the required methods above.

Please note that communications **must include** the parent/guardian and student notification materials (**Information for Parents/Guardians and Youth** Letter and/or required language for communications) provided by the HYS staff. Basic information specific to your school (e.g., school-specific dates, planned alternate activities, logistical information, etc.) may be added to communications, but required language may not be altered or removed.

Steps for Mid to Late September

Arrange for an Alternative Activity

- Decide what alternative activity will be provided and whether these students will remain in the same room or be asked to move to another room.
- Each school may decide what alternative activity to provide in the school, as long as it is an appropriate activity (e.g., free reading time, assigned supplemental reading, a library assignment, if arranged in coordination with the school librarian, or another appropriate activity). Activities such as cleaning litter off the football field or allowing students to leave school early are inappropriate.

Get Your Survey Test Link(s)

- Your survey test link(s) (URL) will be accessible in the [Survey Coordinator Portal](http://www.AskHYS.net/HYS/SurveyCoordinatorPortal) (www.AskHYS.net/HYS/SurveyCoordinatorPortal). You can access your link(s) any time:
- 2025 links will appear below the Edit/Verify buttons for each school registered.
- Your test links will become live after you verify online that parent/guardian and student notification is complete, during the HYS administration date range your school indicated on the registration form (from October 6 to 24, 2025).

Meet with Your IT Staff

Work with your IT staff (or those that support the online State Assessments) to determine how to best implement the Survey at your school:

- Meet with your IT staff to discuss the survey and designate HYS technical support staff.
- Work with IT staff to ensure that devices will be set up and available on the date(s) needed.
- Determine how and where your school will administer the survey to your students.

Consider the following options:

- Use Hapara (or something like it) to restrict students' internet access and to ensure that they only interact with the specific website for the survey.
- Use Canvas, Google Classroom, or something like it to pre-place or bookmark the survey link on each student's device desktop.
- Write/show the survey link on the board for students to enter themselves.
- For schools that are permitted to administer the survey remotely (e.g., Alternative Learning Experiences, online learning, virtual, etc.), display the survey link for students to copy into their own browser or you can send it to them in a chat box or the mechanism you use for sharing URLs during remote learning.
- **Don't** ask students to take the survey on a cell phone.
- To ensure student privacy, schools and districts must **disable any recording, keystroke tracking, and video capture software** on school-issued devices used to take the survey. Please work with your District Security Manager to ensure any such software is appropriately deactivated during survey administration. These steps help protect student privacy and data security.
 - Students should be instructed to do the same on personal devices used to take the survey before they begin.

Test Your Survey Link(s)

- Access your test survey link(s) on the [Survey Coordinator Portal](http://www.AskHYS.net/HYS/SurveyCoordinatorPortal) (www.AskHYS.net/HYS/SurveyCoordinatorPortal) and make sure everything is working properly.
- Click on the link(s) and check to see your school's name and the proper grade for students taking the survey. The survey for students in 8th grade and older is different from the survey for younger students, so there may be two different survey links.
- Start the survey and check for the following:
 - The survey is formatted with a blue or green background. If it's all white, please remove any pop-up blockers and try it again.
 - Forward through the survey and make sure you can get to the end where it says Submit.
 - Ensure that the system allows for cookies. The survey needs to drop one cookie that will last for 3 days.
 - Make sure the survey works on each different type of device that students will use.
 - If the test links aren't working, ask IT staff to "whitelist" the survey URLs and re-test them.

- Check again that any recording, keystroke tracking, and video capture software is disabled on school-issued devices that will be used for the survey.

Steps for Early October

Train Teachers/Staff to Administer the Survey

- Arrange a time to meet with the teachers/staff who will be administering the survey.
- Explain that the survey is to be administered during a structured classroom time for all schools (including those schools that are permitted to do the survey remotely). The survey is not a test, but it needs to be taken in a 'test-like' environment to ensure the quality of the data and to help protect student privacy. Students should not be asked to take the survey on their own time or as homework. Surveys taken on weekends or outside of regular school hours will not be accepted.
- Discuss the following key elements needed for a successful administration:
 - Describe the survey's purpose and explain the importance of the survey and how the results can be used to better understand your school's climate, for school planning and improvements, and justify existing programs or apply for funding for programs to help students.
- Emphasize that student participation in the survey is **voluntary** and **there are no names or codes used to link a survey back to a student**. It's important that students do not feel that they must participate in the survey.
 - Explain measures taken to protect student privacy, including the fact that the school cannot access student responses, even if the survey is taken on a school-issued device. Ask teachers/staff to create an environment where students feel comfortable providing honest answers.
 - Inform teachers/staff about the alternative activity for students who will not participate in the survey.
 - Ensure that teachers/staff know where to find contact information for your school's HYS Survey Coordinator
- A Classroom Administrator Training PowerPoint to help you train teachers/staff to administer the survey is available on the Survey Coordinator Portal at: www.AskHYS.net/HYS/SurveyCoordinatorPortal.

Before the Survey Administration

- Print enough **Survey Administration Instructions** for each classroom.
- Add the following to the **Survey Administration Instructions**:
 - The survey link, as appropriate for the classroom grade.
 - The survey date and time.
 - Your name and contact information.

- Print enough **Student Resource Lists** for each student or distribute or post the URL for the Resource List to all students after the survey is completed. The resource list in multiple languages is available at www.AskHYS.net/HYS/AdministrationMaterials.
- Repeat an announcement to students about the survey **on the day prior** to the administration.
- Remind staff about the upcoming survey and ensure classrooms are prepared for the survey.
- Check in with IT staff to ensure the survey link(s) work and everything is ready for administration.

The Day of Administration

- Pick up the **Student Opt-Out List** from the school office and inform teachers of students who are to participate in the alternative activity rather than taking the survey.
- Distribute the **Survey Administration Instructions** with the survey link to each classroom taking the survey.
 - Do not email the survey out ahead of time or post the survey link on social media or share with anyone aside from the students taking it.
- Distribute the **Student Resource List** to each classroom taking the survey OR send or post a link to a digital copy of the **Student Resource List** to all students that took the survey. The **Student Resource List** is available at: www.AskHYS.net/HYS/AdministrationMaterials.

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.