

## **SURVEY COORDINATOR PACKET**

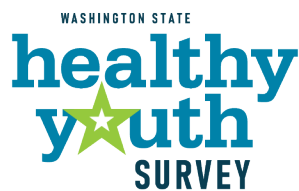
### **Healthy Youth Survey 2025**

The work you do is important to the success of the survey.

Carefully following these instructions helps ensure that results for your school will be accurate and usable. Use the ***Survey Coordinator Checklist*** with the ***Survey Coordinator Guidelines*** to mark off each important step in the survey administration process. We greatly appreciate your help in this effort!

All of the materials that you need to implement HYS will be emailed to you and are available online in the new AskHYS.net Survey Coordinator Portal:

[www.AskHYS.net/HYS/SurveyCoordinatorPortal](http://www.AskHYS.net/HYS/SurveyCoordinatorPortal)



## **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](http://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](http://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](http://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](http://www.AskHYS.net/HYS/AdministrationMaterials). If you require a language that is not currently available, please contact [Healthy.Youth@doh.wa.gov](mailto: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](http://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](http://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](http://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](http://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](http://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.

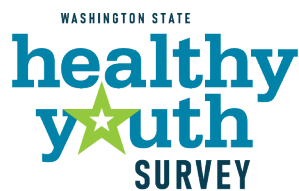
### The Day of Administration

- 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](http://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](mailto:SurveyAdmin@AskHYS.net) or call toll-free 1-877-HYS-7111.





## LIST OF DOCUMENTS TO PRINT

### Healthy Youth Survey 2025

#### 1. Survey Coordinator Checklist

- Print the ***Survey Coordinator Checklist*** and use it to mark off each important task as you complete them.

#### 2. School Office Information and Student Opt-Out List

- Print a copy of ***School Office Information and Student Opt-Out List*** for the staff in the front office. Take time to walk through the information with the staff and explain how to use the ***Student Opt-Out List*** and why it is important. Make additional copies of the ***Student Opt-Out List*** if needed.

#### 3. Information for Parents/Guardians and Youth Letter

- Print two copies of the Information for Parent/Guardian and Students Letter.
  - Post at least one copy in the school cafeteria or in a common area for students.
  - Give at least one copy to the staff in the front office so they can share it with parents or use it to answer questions about HYS.
- Print additional copies of the ***Information for Parents/Guardians and Youth Letter*** if you are mailing it to parents or sending it home with students.
- To find a PDF copy of the ***Information for Parents/Guardians and Youth Letter*** to post on your school or district website and to send to parents by email, go to [www.AskHYS.net/HYS/AdministrationMaterials](http://www.AskHYS.net/HYS/AdministrationMaterials).
  - The Information Letter is available in multiple languages at: [www.AskHYS.net/HYS/AdministrationMaterials](http://www.AskHYS.net/HYS/AdministrationMaterials).

#### 4. Survey Administration Instructions

- Print a copy of the Survey Administration Instructions for each class taking HYS. Write in the survey date, the survey link, and your contact information. Make sure each classroom has a copy on the morning of the survey.

## 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

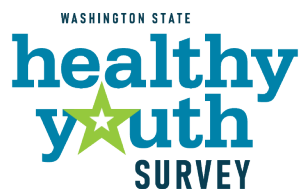
- ☐ Repeat an announcement to students about the survey ***on the day prior*** to administration

## 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.



## SCHOOL OFFICE INFORMATION

### Healthy Youth Survey 2025

This document is provided for school office staff to help answer questions from parents/guardians and students about the Healthy Youth Survey. To ensure that participation in the survey is voluntary, use the **Student Opt-Out List** on the back of this document to list the names of students who will NOT take the survey due to parent/guardian or student request.

Please take a few minutes to familiarize yourself with the **Information for Parents/Guardians and Youth Letter** about the Healthy Youth Survey. The **Information for Parents/Guardians and Youth Letter** will be distributed to all parents/guardians and students in grades 6, 8, 10 and 12 at your school (and in grades 7, 9 and 11 in small school districts). Make a few extra copies of the **Information for Parents/Guardians and Youth Letter** for parents/guardians or students who come to the office to get more information about the survey or for those who may have misplaced the copy of the **Information for Parents/Guardians and Youth Letter** that was sent to them.

Parents/guardians can view the survey questions online at: <https://www.askhys.net/Resources/SurveyQuestionnaires>. If they can't access them online, please print out a copy of the survey 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.

We are requesting your help to ensure that student participation in the survey is completely voluntary. Use the **Student Opt-Out List** to record the following information:

- Write the name and grade of any student whose parent/guardian contacts the office staff or the principal to ask that their student not participate in the survey.
- Write the name and grade of any students who contacts the office staff or the principal to ask not to participate.
- Provide the list of these student names to your school's Survey Coordinator the morning of the survey. The Coordinator will notify the students' teachers that the student should not take the survey and should be directed to the alternative activity planned by the school.

***Your school's Survey Coordinator is:*** \_\_\_\_\_

If parents/guardians or students have any questions about the survey, please encourage them to contact:

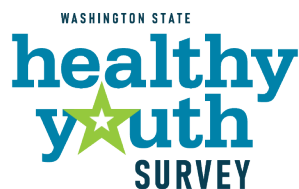
Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

***Thank you for your help!***





## SURVEY ADMINISTRATION INSTRUCTIONS

### Healthy Youth Survey 2025

As a survey administrator, your primary goal is to encourage students to answer thoughtfully and honestly, by emphasizing the importance of the survey. We greatly appreciate your help in this effort!

Coordinator contact information: \_\_\_\_\_

Survey link: \_\_\_\_\_

Survey date and time: \_\_\_\_\_

*If your survey link doesn't work or doesn't show the correct school name and grade range for your class, contact your Survey Coordinator immediately.*

### Setting Up the Classroom

The HYS survey is to be administered **during a class period**, whether students are taking the survey at school in a physical classroom or taking it remotely:

- Administer the HYS survey only on the date and time designated by your school (above).
  - **Do** give the survey during structured classroom time.
  - **Do not** ask students to take the survey on their own time or as homework.
  - 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.
- Share the survey URL during class time, right before students take the survey.
  - **Do not** send out the survey link out ahead of time.
  - **Do not** ask students take the survey on cell phones.
  - **Do not** send or post the survey link on social media or share with anyone aside from the students taking it.
- Student participation in HYS is **voluntary**. Any student may decline to participate or may choose to skip any question that they prefer not to answer.
  - Tell students there is an alternative activity chosen by the school if they do not want to participate in the survey. If you're unsure what the alternative activity is, ask non-participating students to read silently or work on homework.

- Students taking the survey remotely will be asked if they are in a place where they can answer questions privately and honestly when they begin the survey. If the students feel that they are not in a place to privately or honestly answer questions, they will not be able to continue with the survey. They will be instructed to ask their teacher for the alternative activity.
- HYS does not include names or codes to identify students and student responses are not sent to the school. Even if students take the survey on school-issued computers, the school cannot see their responses. Schools and districts must ***disable any recording, keystroke tracking, and video capture software*** on school-issued devices used to take the survey.
- Accommodate any students with special needs in the manner that they are usually accommodated, to the extent reasonable, *so long as the voluntary and confidential nature of the survey is preserved.*

## Setting Up Computers

Your school has a unique survey link (URL) that will access the survey for your school and grade levels.

- Set up computers as you normally would or as advised by your HYS Survey Coordinator and IT staff.
  - Open computers and enter the URL into the browser, ***or***
  - Bookmark the survey link on computers, ***or***
  - Write the survey link on the board so students can enter it themselves.
- If your school is permitted to administer the survey remotely, you can either display the link for your students to copy into their own browser or you can send it in a chat box or the mechanism you use for sharing URLs during remote learning.

## Starting the Survey

Administration requires one full class period (approximately 45 minutes).

- When students open the survey, confirm that it is for the correct school and grade level.
- Let students know the survey is available in multiple languages selecting language in the upper right corner of the survey.
- No names or codes are collected to identify you or your survey. If you use a screen capture or recording program on your device, please turn it off before you begin the survey. If you are using a school device that usually has this kind of program, it has already been turned off. Even if you are taking the survey on a school-issued computer or device, the school cannot see your responses.



- ***Please read the following to the students before they begin taking the survey:***
  - "Today we will be taking the Washington State Healthy Youth Survey. This is not a test. There are no right or wrong answers. Answer as many questions as you can and choose the answer that is right for you. If you don't want to answer a question, just leave it blank. If you don't understand a question, raise your hand and I will try to explain what it means, or you can just skip the question."
  - "No names or codes are collected to identify you or your survey. If you use a screen capture or recording program on your device, please turn it off before you begin the survey. ***Screen recording, keystroke tracking, and video capture software has been turned off*** on school-issued devices that will be used to take the survey. Even if you are taking the survey on a school-issued computer or device, the school cannot see your responses."
  - "If you prefer not to participate in the survey, you may *{describe the alternative activity designated by the school}*."
  - "Your answers will help your school and community leaders understand what you really think. They are very interested in what you have to say and appreciate your accurate and honest answers. The answers you give are very important and will help provide better programs and services for students."
  - "Take a minute to read the instructions on your screen. Use the Next button to move forward and the Previous button if you want to go back. When you are done with the survey, hit the Submit button and you will see a Thank You screen. If you finish early, please sit quietly while your classmates finish."
  - *{Give them a few minutes, then ask}*: "Do you have any questions? Please start the survey now."

## **During the Survey**

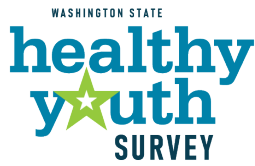
To ensure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the survey.

- If your school is permitted to administer the survey remotely, follow your school's current protocol for "test" administration in a remote setting, while conducting the survey.
- Do observe student behavior to ensure that disruptions do not occur or that students do not try to find out how other students answered.
- If students finish the survey, ask them to quietly sit or read silently, or do whatever they would normally do during extra class time.

## Completing the Survey

When the time for the survey is up, ask students to go to the end of their survey and hit Submit. Make sure all the students have submitted their surveys and closed the browser window.

- Distribute the **Student Resources List** to all students who took the survey.
  - Hand out paper copies of the Student Resources List or send or direct them to a link to the digital copy:  
<https://www.askhys.net/HYS/GetDocument?path=Administration%5C2023&fileName=Student%20Resources.pdf>
- Technical Issues? Please check the following:
  - To navigate the survey, students use the Next button to go forward and the Previous button to go back. If a student accidentally uses the back arrow in the Internet browser, ask them to refresh the page by hitting F5.
  - Check the survey welcome page to see if it shows the correct name of the school and grade level ranges. If the school or grade are incorrect, contact your HYS Survey Coordinator.
  - Check to see if the survey link is correctly entered into the URL bar and NOT the "search" bar (e.g., Google).
- If you have any issues, contact your HYS Survey Coordinator.



## INFORMATION FOR PARENTS/GUARDIANS & YOUTH

Hello Parents and Guardians,

Our school will participate in the Healthy Youth Survey (HYS) this Fall. Youth in Washington State have been taking the HYS since 2002. The number of young people taking the survey has grown from only a few thousand to over 215,000 a year! The survey asks about how youth are doing, social relationships, mental health, substance use, risks for injury, and more.

Communities, districts, schools, and public health agencies use survey results to inform policies and programs designed to support youth well-being. The HYS is a meaningful way for youth to guide the future of our state. ***Your youth's participation is appreciated. Please share this information with your youth. Then talk about the survey and decide if your youth will participate.***

### Need More Information?

If you have any questions about the purpose of the survey or survey procedures, please contact the Healthy Youth Survey Principal Investigator at (877) HYS-7111 or by email at [healthy.youth@doh.wa.gov](mailto:healthy.youth@doh.wa.gov). More information about the Healthy Youth Survey can be found at: [www.AskHYS.net](http://www.AskHYS.net)

The Washington State Institutional Review Board has approved the procedures for the Healthy Youth Survey that are described in this letter. You can read more about this here: [www.askhys.net/HYS2025 IRB Requirements](http://www.askhys.net/HYS2025 IRB Requirements)

If you believe these procedures have not been followed, please call 1-800-583-8488. You do not have to leave your name. All messages will be returned.

### Frequently Asked Questions

**Q: Who will be asked to take the survey?**

**A:** Students in Grades 6, 8, 10, and 12 across Washington State and students in grades 7, 9, and 11, in small school districts.

**Q: Is the survey voluntary?**

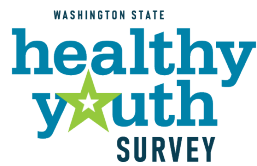
**A:** Yes! Youth taking the survey can skip questions and stop taking the survey at any time. If you do not want your youth to participate in the survey, you can call the school to excuse them. Youth can also tell their teacher that they do not want to take the survey.

Anyone not taking the survey will take part in a different activity, such as studying or reading in the library. There is no penalty for not taking part in the survey. Your youth's grades will not be affected.

**Q: What questions are on the survey?**

**A:** Survey questions come from surveys given across the nation and in Washington. Parents or guardians can review the questions at:

<https://www.askhys.net/Resources/Survey Questionnaires>.



Some topics include:

- Demographics, such as age, sex, race and ethnicity
- Feelings about school and community
- Relationships with parents, friends, and neighbors
- Physical activity and food access
- Health education
- Substance use
- Behaviors and feelings related to safety and violence
- Gender identity<sup>1</sup>
- Sexual orientation (not for Grades 6 and 7)
- Sexual behavior and violence (not for Grades 6 and 7)<sup>2</sup>

#### **Q Who has access to the survey results?**

**A:** Individual-level responses are combined and summarized in reports for schools and districts and are made available to superintendents and principals. County, regional Educational Service Districts (ESD), and state reports are shared publicly on [AskHYS.net](https://askhys.net).

Datasets with individual responses are made available upon request to approved data users, like local health departments, and researchers, through a data sharing agreement process managed by the Department of Health.

#### **Q: How is participant identity protected?**

**A:** Confidentiality of individual HYS responses cannot be completely guaranteed. In the unlikely event that someone without authorization were to see individual survey results, some participants could potentially be identified using information like school, grade, race/ethnicity, and outside knowledge.

However, the HYS is always voluntary and there are steps we take to protect participant privacy and confidentiality including:

- Participants do not put their names on the survey, and there are no codes collected to match a survey to a participant.
- Participants take the survey on an electronic survey platform and responses are stored on a secure server with restricted access.

#### **Q: How are the survey results used?**

**A:** Schools, school districts, communities, and public health agencies use the results to understand Washington youth and to provide them with the services they need. Results are used for grant writing, program and policy planning and evaluation, and more.

The Healthy Youth Survey is sponsored by the following state agencies: Health Care Authority - Division of Behavioral Health and Recovery, Department of Health, Office of the Superintendent of Public Instruction, and Liquor and Cannabis Board.

<sup>1</sup>Only students in 8th grade and up will receive this question. Schools that want to can add a gender question designed for younger students to the 6<sup>th</sup> and 7<sup>th</sup> grade survey.

<sup>2</sup>Schools can request an exemption from asking sexual behavior and sexual violence questions.