Survey Coordinator Instructions

Thank you for coordinating the **Healthy Kids Colorado Survey (HKCS) Supplement: COVID-19**. Please review these step-by-step instructions with linked resources (in blue) for administering the survey in your school.

# First Steps – ASAP

* Fill out the **Survey Coordinator Registration Form** *(emailed from CSPHSurveyTeam@cuanschutz.edu)*
* In this form, you will share the following:
  + School student enrollment
  + Selected survey date(s)
  + Whether your school will survey all students (census) or select classrooms (see [**Classroom Selection Guide**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_ed14358ba8fa414d9903ac123427044d.pdf)).
* Inform teachers about the survey who will administer in their classrooms
  + Here is a [**teacher notification email template**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_ee10b52fe99e4e4cad52f73548d9fcab.docx) you can customize and send to teachers (at least 2 weeks prior to your survey date) that includes:
    - [**Teacher Instructions**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_1d7d1ac6c4e34b1882e3ae1eb410d163.pdf) leading up to the day of the survey
    - [**Parent Consent Letter**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_10fb37085b204fa4953fa0a79d4aaea3.pdf) with [**instructions and google form template**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_7fa7eebcacb14b978913d9e5ad71245c.pdf)for teachers to track parental opt-outs
  + We recommend meeting with each teacher (virtually or in-person) to go over the survey process prior to the survey date. At the very least, make sure all teachers have read your email.

# 2 Weeks PRIOR to Survey Date(s):

* Ensure Parent Consent Letter has been given to teachers to send, via email or parent portal, to all parents of students in their classrooms.
* Remind teachers to review their Teacher Instructions with you before the survey date(s)
* Receive your school’s survey link from [CSPHSurveyTeam@cuanschutz.edu](mailto:CSPHSurveyTeam@cuanschutz.edu). You will share this with teachers a couple days prior to the survey (see steps and email template below).
  + In this same email, you will receive a test link to check firewall settings.

# 2-3 Days Before Survey Date(s):

* **Remind all teachers:**
  + Of the upcoming survey day(s)
  + To collect student names with parent opt-outs so they do not participate in the survey
    - Here is a [**teacher** **reminder email template**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_4b6ece32a99045a7b1b38d24ed54ca04.docx) you can customize and send to teachers
    - This email contains a space to insert your school’s unique survey link that teachers will distribute to students on their survey day.
* Make sure all surveying classrooms have reserved the technology they need to survey students online, during their class period.

# Day of the Survey:

* Be available for your teachers to reach out with any issues.
* Call 720-394-4410 if you experience any technology issues with the survey.
* Email [**CSPHSurveyTeam@cuanschutz.edu**](mailto:CSPHSurveyTeam@cuanschutz.edu) if any classrooms need to make up the survey.

***For quick access to all of the linked resources in this document, click*** [***here***](https://www.hkcsonline.com/hkcs-supplement)***.***