Tracking Parental Consent Instructions



Using a Google Form is a simple and free way for you to track which parents are choosing to opt their student out of the 2020 HKCS Supplement. Of course, you may choose any method to track student opt-outs that works best for you.

Follow the brief instructions below on how to use our Google Form for tracking parent consent.

Step 1. Click on this link to open the template Google Form

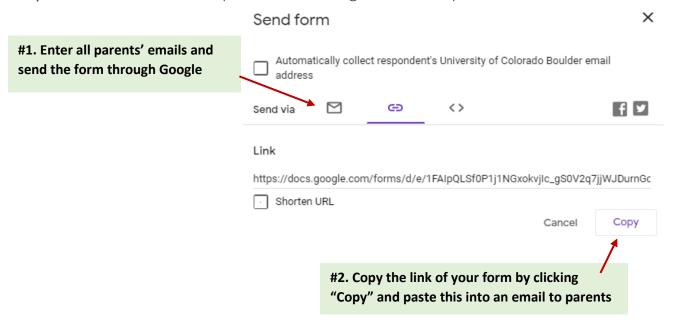
Step 2. Click on "Make a Copy"



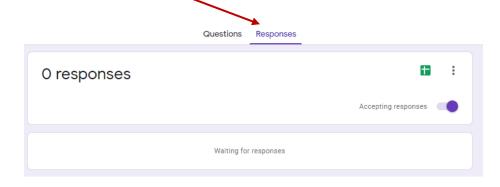
Step 3. In the top right corner, hit "Send" to send the form electronically to all parents of your classroom(s) taking the survey



Step 4. Choose one of two options for sending the form to parents



Step 5. Track responses from parents by opening your Google Form and clicking on the "Responses" tab



Important Notes:

- Only parents who do <u>not</u> want their student participate in the survey will have submitted this form.
- If a parent has submitted this form, make sure their student does <u>not</u> participate in the survey. They may sit quietly and work on other schoolwork while other students complete the survey.
- Tracking results do <u>not</u> need to be shared with the CSPH Survey team, and are just for you to know which students will or will not participate in the survey.