

# 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”



## Copy document

Would you like to make a copy of **Parent Information Letter - Healthy Kids Colorado Survey Supplement: COVID-19?**



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

A screenshot of the Google Forms editor interface. At the top, the title "HKCS Supplement Parent Information Letter" is visible. In the top right corner, there is a purple "Send" button with a red arrow pointing to it. Below the title, there are tabs for "Questions" and "Responses". The main content area shows the form title "Parent Information Letter - Healthy Kids Colorado Survey Supplement: COVID-19" and a description field. Below this is an image placeholder with the "HEALTHY KIDS COLORADO SURVEY" logo. At the bottom, there is a section titled "Parent Information Letter" with a "Dear Parent or Guardian:" salutation and a paragraph of text about the survey. On the right side of the form, there is a vertical toolbar with various icons for editing the form.

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

**Send form** [X]

**#1. Enter all parents' emails and send the form through Google**

☐ Automatically collect respondent's University of Colorado Boulder email address

Send via [Email icon] [Link icon] [Code icon] [Facebook icon] [Twitter icon]

Link

[https://docs.google.com/forms/d/e/1FAIpQLSf0P1j1NGxokvjlc\\_gS0V2q7jjWJDurnGc](https://docs.google.com/forms/d/e/1FAIpQLSf0P1j1NGxokvjlc_gS0V2q7jjWJDurnGc)

☐ Shorten URL

Cancel Copy

**#2. Copy the link of your form by clicking "Copy" and paste this into an email to parents**

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

Questions Responses

0 responses

Accepting responses [Toggle]

Waiting for responses

#### Important Notes:

- Only parents who do **not** want their student participate in the survey will have submitted this form.
- If a parent has submitted this form, make sure their student does **not** participate in the survey. They may sit quietly and work on other schoolwork while other students complete the survey.
- Tracking results do **not** 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.

*If you need additional support, email us at [CSPHSurveyTeam@cuanschutz.edu](mailto:CSPHSurveyTeam@cuanschutz.edu).*