Teacher Reminder Email Template

for Survey Coordinators – YRBS Class Rooms

*Be sure to customize this template, especially highlighted text, and feel free to adjust any other wording. This template is to help save you time & provide the most important information to communicate to your teachers! Thank you for coordinating this effort.*

Hello <Name>,

Our **2021 Healthy Kids Colorado Survey (HKCS)** administration day is just around the corner! Our school will survey on <date>. Now is a good time to check in on any parent opt-outs you may have received to track which students will not be taking the survey. You can collect opt-outs up until the survey day.

Here are your [**Teacher Instructions**](https://b285be52-590b-4a82-b277-0f4abdb9d343.filesusr.com/ugd/1a99ad_e5beda81f7564bd1b2159ff18ab82edd.docx?dn=2021%20HKCS%20Teacher%20Instructions%20and%20Scrip%22%20target=%22_blank%22) again. I will make sure you have packets of surveys for you to distribute.

Now is a good time to remind students that the survey day is coming up and that your class plans to participate in this important effort. Let me know if I can help!

If you have any questions, please reach out ASAP. Thank you again for helping me make this happen for our school and students!

<insert signature>