Teacher Reminder Email Template

for Survey Coordinators

*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 Healthy Kids Colorado Survey (HKCS) administration is just around the corner! **Our school will survey on <date>**. Please remind students that your class will participate in this important effort.

**Here is our school’s survey link: <insert survey link>.**

Plan to share this survey link with your students electronically on the day of our survey via <insert your chosen platform for sharing the survey link>. *It is important that students do not manually type in the survey link to avoid typos, and can simply click on the link to start their survey.*

Here are your [**Teacher Instructions**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_19691262444149d8a82ba63f0c803faf.docx) again and two important action items:

1. Check on parent opt-outs to track which students will not be taking the survey. You can collect opt-outs up until the survey day.
2. Make sure there are enough devices for each student to take the online survey.

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

<insert signature and contact info>