Teacher Notification 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 school is participating the Healthy Kids Colorado Survey this semester! This is very important, as we recognize the need to understand student health and wellness and the factors impacting them.

I will be our school’s “Survey Coordinator” helping to prepare and assist all of you in administering the survey in your classroom. **Our school’s survey date is: <insert survey day or survey window>**

**We will be providing the survey during <insert selected class period or subject>.** The survey will be administered online (taking 45 minutes or less) and I will provide you with the survey link a couple days before the survey.  
  
To pull this off, I need your support! **Please take a few minutes to run through these three action items:**

1. Read your [**Teacher Instructions**](https://b285be52-590b-4a82-b277-0f4abdb9d343.filesusr.com/ugd/1a99ad_3d5e199c75c34d4cadb308831800a86e.docx?dn=2021%20HKCS%20Teacher%20Instructions%20and%20Scrip%22%20target=%22_blank%22).
2. Pay attention to the materials in your instructions on the Parent/Guardian Consent Letter – be prepared to send these to parents by <insert date at least two weeks before survey date>
3. Watch for communications from me, as I will make sure each of you are prepared for our survey.
4. It is very important that we have as many students as possible take the survey (outside of parental opt-outs) to make sure our data is representative of all students at our school. Some tips to making sure we have a good student response rate are:
   1. Remind students of the upcoming survey date to prepare them and allow them to ask questions
   2. Do not provide alternative activities during the designated survey time
   3. Express how important the anonymous survey data is to your school and people who support adolescent health.

Thank you so much and let me know if you need anything before we connect!

<insert signature and contact info>