Survey Coordinator Instructions

*For Districts using Active Consent*

Thank you for coordinating the **Healthy Kids Colorado Survey (HKCS)**. Please review these step-by-step instructions with linked resources (in blue) for administering the survey in your school.

# First Steps – ASAP

* Fill out the [**Survey Coordinator Registration Form**](https://cepeg.csph.ucdenver.edu/) *(in your CSPH Survey Portal)*
* Inform teachers about the survey who will administer in their classrooms
  + Here is a [**teacher notification email template**](https://b285be52-590b-4a82-b277-0f4abdb9d343.filesusr.com/ugd/1a99ad_9c9caf4f6b3947cb815be847566c1bca.docx?dn=1st%20Teacher%20Notification%20Email%20Template%20-%20Active.docx) you can customize and send to teachers (at least 3 weeks prior to your survey date) that includes:
    - [**Teacher Instructions**](https://b285be52-590b-4a82-b277-0f4abdb9d343.filesusr.com/ugd/1a99ad_818b04e7c59e46e28f4f19f215535b2e.docx?dn=2021%20HKCS%20Teacher%20Instructions%20and%20Script%20-%20Active.docx) leading up to the day of the survey
    - [**Parent/Guardian Consent Letter**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_7c6b69c57445438192147197f31ea1ea.pdf) with [**instructions and Google Form**](https://1a99ad5e-5d6a-4189-8a5e-8cdd8765d27c.usrfiles.com/ugd/1a99ad_4e2d550458c440b39d24b4a33ffdf7c9.docx)templatefor teachers to track parental opt-outs
  + We recommend meeting with each teacher (virtually or in-person) to go over the survey process prior to the survey date. At the very least, make sure all teachers have read your email.
* Instruct teachers to disseminate the Active Parent/Guardian Consent Letter to their students. Sending these out as soon as possible, along with frequent reminders to students to return them, will aid in higher student participation.
* Consider the best way for your school’s survey link to be shared electronically with students on your survey date.
  + Examples: posting on a school website, sharing via teacher/student platforms, emailing to students.
    - *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.*

# 2 Weeks Before Survey Date:

* Ensure Parent/Guardian Consent Letter was given to teachers to send, via email or parent portal, to all parents of students in their classrooms. Remind teachers and students to return their consent letter to participate in the survey.
* Remind teachers to review their [**Teacher Instructions**](https://b285be52-590b-4a82-b277-0f4abdb9d343.filesusr.com/ugd/1a99ad_818b04e7c59e46e28f4f19f215535b2e.docx?dn=2021%20HKCS%20Teacher%20Instructions%20and%20Script%20-%20Active.docx) with you before the survey date(s).
* Try out the **TEST** link emailed to you to check firewall settings. Do not share this test link with students.
  + If you have issues, please work with your IT team to remove barriers.

# 2-4 Days Before Survey Date:

* Receive your school’s survey link from CSPHSurveyTeam@cuanschutz.edu. *You will share this with teachers a couple days prior to the survey along with your recommendation for how to share with students (see email template below).*
* **Remind all teachers:**
  + Of the upcoming survey day(s)
  + To ensure only students with completed consent forms participate in the survey. Students who did not return their consent form or who returned parent opt-outs should not participate in the survey.
    - Here is a [**teacher** **reminder email template**](https://b285be52-590b-4a82-b277-0f4abdb9d343.filesusr.com/ugd/1a99ad_53b5d3851b81463e92ef851450e92efc.docx?dn=2nd%20Teacher%20Reminder%20Email%20-%20Active.docx) you can customize and send to teachers
    - This email contains a space to insert your school’s unique survey link your recommendation for how teachers can share with students on their survey day.
* Make sure all surveying classrooms have reserved the technology they need to survey students online.

# Day of the Survey:

* Be available for your teachers to reach out with any issues.
* Call 303-724-8865 if you experience any technology issues with the survey.
* Email [**CSPHSurveyTeam@cuanschutz.edu**](mailto:CSPHSurveyTeam@cuanschutz.edu) if any classrooms need to make up the survey.