****2021 HKCS: Teacher Instructions

*Thank you for administering the**Healthy Kids Colorado Survey (HKCS) in your classroom – this survey will help your school understand student health and wellbeing.* ***Please review these instructions to prepare for your survey administration.***

# 2 weeks PRIOR to the survey administration:

1. Send out Parent Consent Letter (opt-out) and track returned forms.
	1. Find the [**Parent Consent Letter**](https://b285be52-590b-4a82-b277-0f4abdb9d343.filesusr.com/ugd/1a99ad_c959f212ba554c4fb650ebb61fe2b5c1.pdf).
	2. Use our [**Google Form template**](https://docs.google.com/forms/d/1y0y_hhjjDk1lNEiXZAi4E2j5TOfHexO91JG_M9X_LyI/copy?usp=sharing) to track consents – see these [**Instructions**](https://b285be52-590b-4a82-b277-0f4abdb9d343.filesusr.com/ugd/1a99ad_fbc4c02a63204304b220fe4f964c8043.docx?dn=2021%20Instructions%20for%20Tracking%20Parental%20%22%20target=%22_blank%22).
2. Check in with your Survey Coordinator to make sure you are prepared for the administration.

# 2-3 days PRIOR to the survey administration:

1. Receive the survey packets and materials from your Survey Coordinator.
2. Review and collect names of returned parent opt-outs to note which students ***will not*** take the survey. Check once more on the day of the survey as well.

# DAY OF the administration:

1. Distribute surveys to students in your classroom.
2. Make sure students that have been opted-out do **not** take the survey – they can sit quietly and work on other schoolwork.
3. Got to hkcsonline.com and play the instructional video or read aloud the *Administration Script* below in full to the students before they take the survey (see script on the next page).
4. Have students sit quietly and work on other schoolwork when they are finished.
5. Collect student surveys in the envelope provided and seal in front of students to promise their anonymity. Return these surveys to your Survey Coordinator to send back to the CSPH Survey Team.

Please **DO NOT** answer any questions students have about the survey content. This includes telling them what something means.

Please **DO NOT** walk around the room as it may cause students to not answer questions honestly.

****2021 HKCS: Administration Script

**Before students begin their surveys, please read aloud the following to the class:**

You are about to take the Healthy Kids Colorado Survey. This survey is about your health and things that affect your health. Your answers are very important and will help your school, community, and state policy-makers improve health programs for people your age right here in Colorado.

This survey is completely anonymous, meaning the answers you give will be kept private. No one will know what you answer. You have the entire class period to complete the survey.

Completing the survey is voluntary. You may choose not to answer some or all of the questions. There are no wrong answers. If you do not want to answer any question, just leave it blank. Whether or not you answer the questions will not affect your grade in this class. After these instructions, you may start the survey.

Please read each question all the way through, as well as the instructions on the first page and before the questions to help you understand what the question is asking. If you don’t understand a question, skip it, do not ask me or another student for help. Do your best and answer honestly. Fill in bubble clearly and completely. If you change your response, please erase it thoroughly. Read the question and responses all the way through before deciding if you wish to answer.

To respect the privacy of your classmates, please do not ask anyone for help or talk while others are still taking the survey.

When you have completed your survey, please place it in the envelope provided. Once everyone has completed their survey, I will seal the envelope in front of you all. When you are finished, read or sit quietly to allow everyone to finish in silence.

Thank you for your participation!