Teacher Reminder Email Template

from 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! Please refer to your classroom selection list (returned to you via email from* *CSPHsurveyteam@cuanschutz.edu**) for information on which classes are taking which survey module (HKCS vs YRBS). Thank you for coordinating this effort.*

# Healthy Kids Colorado Survey (non-YRBS classes – refer to your classroom selection)

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>

YRBS Classes (refer to your classroom selection)

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.

**We will be providing the survey during <insert selected class period or subject>.** Your classes will complete the survey on paper. Please let me know if you have not received your paper materials from me.

Here are you [**Teacher Instructions**](https://b285be52-590b-4a82-b277-0f4abdb9d343.filesusr.com/ugd/1a99ad_05308480343d4686a988c8795d9553ae.docx?dn=2021%20YRBS%20Teacher%20Instructions%20and%20Scrip) again. Be sure to 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.

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>