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 **2021 Healthy Kids Colorado Survey (HKCS)** administration day is just around the corner! Our school will survey on <date>. Now is a good time to check in on any parent opt-outs you may have received to track which students will not be taking the survey. You can collect opt-outs up until the survey day.

Here are 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) again and our school’s survey link: <insert survey link>.

This is the survey link to share with students electronically on the day of our survey – please plan for a way to distribute this to students now, such as emailing them or posting on your teacher/student platform. **Please do not rely on students manually typing in this link, but provide them with a link to click on to start their survey.**

Additionally, make sure there are enough devices for each student to take the survey. Now is a good time to remind students that the survey day is coming up and that your class plans to participate in this important effort. Let me know if I can help!

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

<insert signature>