



## SCHOOL OFFICE INFORMATION

### Healthy Youth Survey 2025

This document is provided for school office staff to help answer questions from parents/guardians and students about the Healthy Youth Survey. To ensure that participation in the survey is voluntary, use the **Student Opt-Out List** on the back of this document to list the names of students who will NOT take the survey due to parent/guardian or student request.

Please take a few minutes to familiarize yourself with the **Information for Parents/Guardians and Youth Letter** about the Healthy Youth Survey. The **Information for Parents/Guardians and Youth Letter** will be distributed to all parents/guardians and students in grades 6, 8, 10 and 12 at your school (and in grades 7, 9 and 11 in small school districts). Make a few extra copies of the **Information for Parents/Guardians and Youth Letter** for parents/guardians or students who come to the office to get more information about the survey or for those who may have misplaced the copy of the **Information for Parents/Guardians and Youth Letter** that was sent to them.

Parents/guardians can view the survey questions online at: <https://www.askhys.net/Resources/SurveyQuestionnaires>. If they can't access them online, please print out a copy of the survey questions. We encourage schools to print out at least one copy of the questions to keep in the school office or at the front desk for quick and easy access.

We are requesting your help to ensure that student participation in the survey is completely voluntary. Use the **Student Opt-Out List** to record the following information:

- Write the name and grade of any student whose parent/guardian contacts the office staff or the principal to ask that their student not participate in the survey.
- Write the name and grade of any students who contacts the office staff or the principal to ask not to participate.
- Provide the list of these student names to your school's Survey Coordinator the morning of the survey. The Coordinator will notify the students' teachers that the student should not take the survey and should be directed to the alternative activity planned by the school.

**Your school's Survey Coordinator is:** \_\_\_\_\_

If parents/guardians or students have any questions about the survey, please encourage them to contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

***Thank you for your help!***

