

Secondary School Teacher Instructions (Grades 7, 9, & 11)

Your classroom was selected to participate in your school district's administration of the California Healthy Kids Survey (CHKS). Your primary contact for any questions about the survey and its procedures is your school and/or district coordinator.

STEP #1 – OBTAIN PARENT CONSENT

Positive permission is required. Only those students with signed written permission from a parent/guardian can participate. Consent forms are very important. You should:

- » Send consent forms to parents/guardians at least *two weeks prior* to the scheduled survey.
- » Regularly remind students to return consent forms.
- » Follow-up with non-responding parents to encourage return of consent forms.
- » Inform your school coordinator if the consent return rate is less than 50% within one week of the scheduled administration date.
- » Maintain the attached Parent Permission Log to aid in tracking consent forms.

STEP #2 – PREPARE FOR SURVEY

To be fully prepared to administer the survey, review the following issues:

- » **Spanish survey.** Inform your coordinator if you need the Spanish version.
- » **Survey materials.** At least two or three days before the survey, you should receive surveys, Transmittal Envelopes, and answer sheets for each class.
- » **Answer student questions.** Students may have questions about their participation in the survey. Your school or district coordinator should have made preparations on how to answer these questions or provide referrals to other people or programs. Be sure you have been informed of these arrangements.

STEP #3 – SET UP ROOM ENVIRONMENT

On the day of the survey:

- » Identify eligible students (verify consent). Collect remaining consent forms, identify and separate those students whose parents provided permission for them to participate.
- » Seat participating students so their responses can't be observed by another student or adult.
- » Provide class work or activities for students who will not be participating. They do not have to be removed from the classroom.

STEP #4 – PREPARE SURVEY PROCTOR

If you are also proctoring the survey, please read the Proctor Instructions. If not, give the Proctor Instructions to the assigned proctor. Then decide if you or the proctor will complete the Transmittal Envelopes and submit completed materials to the coordinator.

Parent Permission Log

CLASSROOM:

STUDENT'S NAME	RETURNED CONSENT FORM?		PARTICIPATE?	
	YES	NO	YES	NO
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