



## **PARENT & STUDENT NOTIFICATION FACT SHEET**

### **Washington State Healthy Youth Survey 2018**

#### **Q: Parent and student VERIFICATION requirement for the 2018 Healthy Youth Survey (HYS).**

A: Notifying parents and students has always been a requirement of HYS. **Schools must also confirm online they have properly notified parents and students BEFORE QUESTIONNAIRES WILL BE MAILED TO THE SCHOOL.** Schools will not be allowed to participate in the survey, unless they complete the online verification process.

Schools will be sent a Registration Confirmation email when they register for HYS and follow-up emails in September asking them to verify that they have completed the proper parent and student notification requirements. The emails will include a link specific to their school. The school must click on the Verify Notification link, complete the form to confirm that they have completed the required notification steps, and hit Submit.

#### **Q: Why are there parent and student notification requirements for the 2018 HYS?**

A: Parent and student notification verification is required by the Washington State Institutional Review Board (IRB). Online verification of the completed steps is a IRB requirement due some lapses in compliance with parent/student notification process during the 2014 HYS.

#### **Q: How must PARENTS be notified?**

A: Notify parents about the survey with the approved Parent and Student Information letter at least 2 weeks before survey administration. Since survey administration is October 8-19, 2018, we advise notifying parents by SEPTEMBER 24, 2018 using one of the following methods:

- Mail the Parent and Student Information Letter to parents
- Send it home with students in a packet of important information
- Email parents using the approved Email Notification
- Make robocalls to parents using the Robocall Notification

The agencies sponsoring HYS strongly recommend that schools send the notification letter home in the beginning-of-the-school year packet to ensure the flyer reaches parents and that the flyer gets to parents on time.

#### **Q: How must STUDENTS be notified?**

A: Students also have to be notified about the survey at least 2 weeks before the survey administration by:

- Posting a copy of the Parent and Student Information flyer in a school common area, the cafeteria or on bulletin boards, AND
- Notifying students about the survey during a school assembly or by announcing it in the classroom in which the students will take the survey.

**Q: Additional School/District WEBSITE notification requirements?**

A: Post information about the survey using the Website Notification language in a prominent location on the school/district website and include a link to the Parent and Student Information letter at least 2 weeks before the survey administration.

**Q: Optional methods for notifying parents and students about HYS?**

A: You may also notify parents and students by other methods, if desired, although these methods do NOT replace the required methods listed above.

Additional notification could be announcing the survey on the intercom or public announcement system, posting on reader boards, posters, handing out extra copies of the Parent and Student Information letter, or any other method the school uses to communicate with students.

**Q: Which version of the Parent/Student Notification letter should your school use?**

A: For 2018, there is only one version of the Parent/Student Notification letter in English and Spanish. The letter is also available in 15 other languages at: [www.AskHYS.net/Recruitment](http://www.AskHYS.net/Recruitment)

If you have any questions about the parent and student verification requirements, please contact:

Susan Richardson  
Looking Glass Analytics, Inc.  
[surveyadmin@askHYS.net](mailto:surveyadmin@askHYS.net)