



# TEACHER INSTRUCTIONS<sub>P</sub>

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 — TRACK PARENT REFUSALS***

It is very important that you do not survey any student whose parents denied their child's participation. You should regularly communicate with your school coordinator to track parent refusals. You may be asked to send a notification letter home to parents to assist in this effort.

## ***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 ineligible students. Your district or school coordinator should provide you with a list of students whose parents denied their participation. Collect any remaining refusal forms. Identify and separate those students who must not take the survey.
- 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.