

**Sample Introductory Proctor/Teacher Letter: Online Survey Administration**

Dear [ENTER PROCTOR NAME],

Our school district has agreed to participate in the 2025 Pennsylvania Youth Survey. The purpose of the survey is to gather information needed to plan prevention and intervention programs to improve mental health and school climate and reduce substance misuse, school drop-out and violence in our schools and communities. The survey is being offered at no cost to all public, private, and charter schools in the state.

On [ENTER DATE OF THE SURVEY ADMINISTRATION], students attending your school will be asked to complete the student survey in online format. The survey is scheduled to take place in your class. We are asking for your help in administering this important survey in the following classes: [INSERT CLASS NAMES AND/OR CLASS PERIODS HERE]

Before the survey takes place, you will receive an email from me, your district’s main survey contact. The email will include the URL for your students to use to take the survey, instructions for administering the survey, and a [link](https://www.youtube.com/watch?v=1wizxX0pbdE) to access the Proctor Video you will play for students before the survey.

In preparation for the survey, there are a few things that you should know:

* Upon receiving the link for the survey, please check to make certain your Survey URLs works and directs you to the correct survey for the grade you are administering - The PAYS will have a **blue** background.
* You will be notified if any students in your class do not have parental or caregiver permission to take the survey.
* The Proctor Video, which you will play before students begin the survey, will provide instructions for students. We hope this will greatly simplify the administration for you!
* The students will need approximately 30-40 minutes to complete the survey online.
* The student survey is voluntary. Students who do not wish to participate should be instructed to set their survey aside and complete an alternate **ungraded** activity. Please ensure that the activity you assign is not perceived as a reward or as a better alternative to taking the survey.
* If a student asks you a question about the survey or what something means, just tell the student to do their best on their own and that they are welcome to skip anything they don’t understand or don’t want to answer.

I encourage you to contact me with any questions you may have. Thank you in advance for your valuable assistance with this project. We couldn’t do it without you!

Sincerely,

[ENTER YOUR PAYS COORDINATOR NAME HERE]

Your PAYS Coordinator

Phone Number:

Email address: