Pennsylvania Youth Survey

**Sample Introductory PAYS Jr./4th Grade PAYS Survey Teacher/Proctor Letter**

Dear [ENTER PROCTOR/TEACHER NAME],

Our school district has agreed to participate in the 2025 4th Grade Pennsylvania Youth Survey – PAYS Jr. You may have heard of “PAYS” before; but please note that this survey has been specially designed for 4th grade students in terms of survey content, survey length, and question language. The purpose of the survey is to gather information needed to plan prevention programs to promote mental health, a positive school climate and healthy youth development.

On [ENTER DATE OF THE SURVEY ADMINISTRATION], 4th grade students attending your school will be asked to complete the student survey. The survey is scheduled to take place in your class. We are asking for your help in administering this important survey.

Before the survey takes place, you will be notified about how to access this online survey. You will be provided with an instruction sheet, a [link](https://www.youtube.com/watch?v=5O_Vi9ayHDk) to the instructional proctor video, and a weblink to provide to students. Students will need to open an internet browser on their device, click on the link, watch the instructional proctor video, and begin. **The survey includes a read-aloud audio feature to support student comprehension. Students will need headphones when completing 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 Jr. will have a **gold** background.
* You will be notified if any students in your class do not have parental or caregiver permission to take the survey.
* The students will need about 25-30 minutes to complete the survey.
* The student survey is voluntary. Students who do not wish to participate should be instructed to set their survey aside and work quietly at their desk.
* Students can skip any question they do not wish to answer.
* If a student asks you a question about the survey or what something means, you can provide basic definitions. Beyond that, please 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 on this project. We couldn’t do it without you!

Sincerely,

[ENTER YOUR PAYS COORDINATOR NAME HERE]

Your PAYS Coordinator

Phone Number:

Email address: