

Survey Notification Information 2019 Virginia Youth Survey

This packet contains the 2019 Virginia Youth Survey, school participation form, and parental notification form. Please complete the following steps. If you have any questions, contact the Virginia Youth Survey Staff at 804-864-7863.

- Step 1** – Fill out the school participation form and return immediately.

Please e-mail this form to:
Freda Williams at Freda.williams@vdh.virginia.gov

You may also mail the documents to: Freda Williams, 109 Governor Street, 10th Floor, Richmond, VA 23219

- Step 2** – Designate a school contact person to work with Virginia Youth Survey Staff on logistics and parental notification. As of July 1st, 2011 Virginia law requires local school divisions to notify parents at least **30** days prior to the administration of the survey that their child may be randomly selected to participate in the survey (VDH will provide a copy of the Parental Notification Form).

- Step 3** – Select all classes that meet during the same time such as all second period classes. Provide VDH with a class list to randomly select classes to participate in the survey. Please identify each class by teacher's first initial, last name, subject, grade level, and number of students enrolled in the class.

An example class list is included in the packet.

Step 4 – VDH will:

- Notify the school contact person of the classes selected to participate.
- If applicable, provide instructions for school staff administering the survey in a separate package delivered to the school.