Pennsylvania Youth Survey

**Sample Introductory Proctor Letter**

Dear [ENTER PROCTOR NAME],

Our school district has agreed to participate in the Pennsylvania Youth Survey. The purpose of the survey is to gather information needed to plan prevention and intervention programs to combat such problems as alcohol and other drug use, 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. 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 receive a packet of survey materials. The packet will include instructions for administering the survey, the necessary number of blank surveys, and a large envelope in which to place completed surveys. In preparation for the survey, there are a few things that you should know:

* 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 an entire class period (roughly 45 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.
* DO NOT answer questions from students pertaining to the survey while the survey is being administered.

I encourage you to contact me at 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: