

From: [REDACTED]
Sent: Monday, September 27, 2021 4:11 PM CDT
To: [REDACTED]
CC: [REDACTED]
Subject: [External Email] Youth Truth Next Steps & To-Dos - Act on Required!
Attachment(s): "Oxford - Confirmation of Survey Details Form.pdf", "Oxford- School Information Form - YouthTruth - 21-22.xlsx"

H [REDACTED]

As [REDACTED] said, I will be your main point of contact moving forward, to usher you through our upcoming January 3rd – January 28th survey engagement. I very much look forward to working with you and the Oxford team again! **To get the ball rolling ahead of our survey engagement, the following items require your attention, with upcoming due dates noted in orange:**

- **PRE-SURVEY CALL**

Schedule now for some time between Now – October 8th

First, [please click here to schedule a date/time that works for you to connect for a one-on-one pre-survey call](#) at some point between Now and October 8th. This call should be attended by the person(s) coordinating surveying at the district/network-level, not school teams (we will engage principals in the planning process at a later date, as noted in the timeline). During this call, we will review our detailed survey engagement timeline (see below) and coordinate next steps for supporting schools during surveying.

- **CONFIRMATION OF SURVEY DETAILS FORM**

Due Thursday, October 28th

Please carefully review and follow the instructions included in the attached "confirmation of survey details" PDF. This form will collect your preference on optional survey items like the sexual orientation & LGBTQIA+ demographic questions, transgender demographic question, FRPL demographic question, and various additional topic modules. Once complete, please return the form via email to me at ana@youthtruthsurvey.org by Thursday, October 28th at the latest.

- **SCHOOL INFORMATION FORM**

Due Thursday, October 28th

The attached School Information Form is pre-populated with information submitted last year, with new fields, and the fields that need updating highlighted in yellow. We will use the information submitted in this form to create surveys, so please make sure all details are accurate. I did want to make note, that after last year's surveying, it was that Oxford Intermediate will administer the Elementary School Student survey from now on, not the Middle School Survey. I updated our records on our end and on this form, but if you decide to keep this as Middle School Student Survey, let me know and I can revert the changes.

Once complete please return the form via email to me at ana@youthtruthsurvey.org by Thursday, October 28th at the latest.

- **TIMELINE**

Last year, so that you know what to expect and when, please see [this detailed survey engagement timeline](#). I recommend bookmarking this resource so that you can easily reference it during our engagement. Among other key dates noted in the timeline is the date that school teams will receive the first email outreach from YouthTruth. To ensure those emails don't go to spam/junk, please coordinate with your technology team to have the @youthtruthsurvey.org domain whitelisted prior to the first email going out to school teams.

If you have any questions, please don't hesitate to reach out. Otherwise, I look forward to connecting for our pre-survey call in the coming weeks. Thank you!

Kind regards,

[REDACTED]

[REDACTED]

Pronouns: She/Her/Hers
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We are here for you. While our offices are closed due to COVID-19, the YouthTruth team is working remotely and remains available if you would like assistance reviewing your YouthTruth data or thinking through strategies to support student and stakeholder voice during school closures. Please feel free to schedule time with our data, youth advocacy, and education experts here calendly.com/youthtruth

From: [REDACTED]
Sent: Monday, September 27, 2021 1:44 PM
To: [REDACTED]
Cc: [REDACTED]

Subject: Meet [REDACTED]!

H [REDACTED]

I hope this email finds you well and that the school year is off to a great start! I am writing to re-introduce you to my wonderful colleague [REDACTED], copied here (you may recall working with [REDACTED] to administer the *Students Weigh In* survey at the start of COVID in spring 2020). [REDACTED] will be taking over as your main point of contact for the survey preparation and implementation phase of our YouthTruth survey engagement this year. [REDACTED] remains on your team as we, and looks forward to facilitating your debrief sessions after surveying wraps up).

[REDACTED] is skilled at working with our district and school partners, and she will be a great resource for you during surveying this year. It has been a true pleasure working with you the past couple of years, [REDACTED]. Sincere thank you for your partnership and wonderful coordination! I am still at YouthTruth, working in a slightly different capacity, so if you ever need anything from me, please don't hesitate to reach out. In the meantime, [REDACTED] will follow up shortly with next steps.

Kind regards,

[REDACTED]

[REDACTED]

Pronouns She/Her/Hers

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[REDACTED]@youth_truth

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