

SHARP

SURVEY PROJECT

Student Health and Risk Prevention

2025



2025 UTAH SHARP STUDENT HEALTH AND RISK PREVENTION SURVEY PROJECT SURVEY COORDINATOR TRAINING MANUAL

UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY 2025

2025 SURVEY ADMINISTRATION WINDOW:
02/01/2025 THRU 04/30/2025



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2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

SURVEY COORDINATOR LETTER



Dear SHARP Survey Coordinator:

Greetings! Thank you so much for your willingness to help us plan for the 2025 Utah Student Health and Risk Prevention (SHARP) Survey. This is our twelfth administration of the SHARP, and whether you helped us in the past or are brand new to the process, we welcome you and share our appreciation for your help this year! Please take some time to look at the new SHARP website (<https://sharp.utah.gov>). It has been re-designed to be parent-facing and provides wonderful information about the survey and how it benefits students.

The PNA will be offered online and in paper format, and the YRBS will be offered online only. Some districts will find that using one-to-one devices is best, others notebook or laptop carts, and still others through use of computer labs. We tried to create instructions that were flexible and allow you to pick the best options for your schools.

With H.B. 182 we know there are many things to take into consideration with the administration of the SHARP survey. We always aim to be as flexible as possible in helping districts and schools to administer the survey. We will be continuing that flexibility in our 2025 administration to ensure fluid planning and a high level of adaptability should plans need to change. Please feel free to change your district's survey administration plan as needed based on whatever the current situation is with your schools. We aim to keep up with you – not the other way around.

Again, thank you so much for your help! We look forward to working with you!

Please don't forget that we are here to help and support you as we tackle survey administration. If you have any questions or just need support, please reach out – Ariana@bach-harrison.com You can also email SHARPSupport@bach-harrison.com for quick technical or planning support assistance every weekday from 6 AM to 3 PM..

Best wishes,

Ariana Callahan, Project manager

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

SURVEY COORDINATOR TRAINING PACKET



IMPORTANT NOTE

This training packet contains information and materials relating to the following steps:

1. Read up on Training Materials and Gather Information
2. Prepare Your District and Schools and Set Survey Dates and Make-Up Dates
3. Check In On Active Parental Consent
4. Tracking Parental Consent and Dealing with Low Return Rates
5. Work with Bach Harrison Team to Determine Sampling for the Project
6. Determine Teacher Stipends
7. Prepare Teachers for the Survey
8. Prepping for Your Survey Administration
9. Make-up/Absentee Survey
10. Wrap up Your Survey!

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1. Read training materials, gather information, and determine the survey method

You are our number one resource for obtaining valuable information

Read through the following administration packet. Feel free to share copies of any of the attached materials with your superintendent and principals. Review a copy of the **2025 SHARP-PNA survey form** (with notations about items that will not be included on the 6th grade form) to begin using as a reference. As a note, some districts have chosen to exclude questions about sexual orientation and gender identity. You can check on your Survey Coordinator Portal if this is the case for your district.

This survey will need to be placed in each school's front office for parent access (**NOTE: the SHARP-YRBS form only needs to be placed in schools that contain students in grades 9-12**). If you would like to share additional information on the Risk and Protective Factor Model with your district and/or school administrators, please contact Ariana Callahan at Bach Harrison. You can also share the SHARP website with parents, which has great information and answers to FAQs: <https://sharp.utah.gov>

Research helps everyone with planning and tracking. Some research to conduct before meeting with your school(s) administrators to plan:

- Whether your district has collected parental consent during fall registration (Note: H.B. 182 will now require **all** districts to collect consent during fall registration. Since the bill didn't go into affect until the summer, some districts are still able to gather consent in the Spring for 2025).
- Determine other testing dates, school holidays, and semester/trimester start and end dates.
- If available, gather enrollment information for the spring 2025 semester/trimester in which the survey will be taking place.

Take some time to consider whether your schools will take the survey via the paper/pencil format, online, or through a mix of these two modes. Schools choosing to administer the survey online need to make sure they have enough devices to facilitate an online administration and that the internet/WiFi strength is powerful enough to accommodate many students online at one time.

Note that the SHARP-YRBS will only offer **online** as an option for the randomly-selected classes taking that survey instead of the PNA.

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2. Prepare Your District or Charter School and Set Survey Date(s) and Make-up Date(s)

As with the survey window, be as flexible in scheduling make-ups as is needed!

FOR DISTRICT-LEVEL SURVEY COORDINATORS

Check with the district's schedule to determine a proper survey week for your district to do the survey within the following time frame – February 1st through April 30th .

Check each school schedule to determine a proper survey date for each school to do the survey within the determined district survey week.

- Try to avoid scheduling the survey for a Monday or Friday, as many students tend to be absent on these days.
- Avoid standardized testing days, partial days, and days in which many students will be gone.

FOR CHARTER SCHOOL-LEVEL SURVEY COORDINATORS

Check your school's schedule to determine a proper survey date (or dates) for the school to do the survey within the February 1st through April 30th survey window.

- Try to avoid scheduling the survey for a Monday or Friday, as many students tend to be absent on these days.
- Avoid standardized testing days, partial days, and days in which many students will be gone.

FOR ALL SURVEY COORDINATORS

Please schedule a make-up survey date for each school you are working with approximately one week after each school's initial survey date. This will be the day in which students who had parental consent, but who were absent on the day of the survey, will take the survey. As with the survey window, be as flexible in scheduling make-ups as is needed!

Once a survey window and survey dates have been chosen for your district and schools, please notify your school principals and update this in your SHARP Portal. You can also notify Bach Harrison via email (SHARPSupport@bach-harrison.com)

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3. Check In On Active Parental Consent

In Utah, Active Parent Permission is a required component. Districts will now be required to collect consent from parents during fall registration.

As previously mentioned, **H.B. 182 is now requiring schools to gather active parental consent during fall registration.** If your district did not collect consent with registration, active parental consent forms need to be distributed and gathered, allowing a minimum of two weeks for the process. Active parental consent allows parents to be informed about the survey, their right to see the survey, and their child's rights in the survey process. Active parental consent requires that parents check "yes" to their child taking the survey, and return a signed consent form to the school before their child is allowed to take the survey. **Students whose parents refuse permission, and students who do not return a consent form, are not allowed to take the survey.**

Many districts have already collected consent during back to school registration for the 2025 administration of SHARP. If you are unsure if your district or school has already collected parental consent, please reach out to Ariana Callahan (Ariana@bach-harrison.com).

For schools that have not yet collected consent and plan to gather consent forms through teachers in the classroom, Bach Harrison will provide you with parental consent materials approximately 5-6 weeks before your survey date. You will receive the following: parental consent forms for each class, one tracking sheet for the school, instructions for you, and instructions for teachers

You will need to distribute packets to teachers approximately four weeks before the survey date, inform teachers of teacher stipends and give tracking suggestions if necessary.

For districts and schools choosing to gather consent electronically during the school year by creating and emailing forms to parents, please contact Bach Harrison to guide you through that process to ensure it follows the same protocols of the paper consent method.

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Check In On Active Parental Consent Forms

The requirements of H.B. 182 have also prompted many districts to request information about our privacy and data protection policies. Below are the links to that information:

- Privacy Policy: <https://www.alchemer.com/privacy/>
- General Data Protection Regulation: <https://www.alchemer.com/privacy/gdpr/>
- Data Protection and Privacy: <https://www.alchemer.com/security/>

You can also find information about how SHARP data is used and who it is shared with on the SHARP website, along with answers about other common questions: <https://sharp.utah.gov>

Bach Harrison parental consent suggestions for in-classroom:

- Have teachers tape the Parental Consent Tracking Form to a folder or envelope. As forms come in, have the teacher mark which students have consent, which do not have consent, and which students did not turn in a form. Tell the teachers to keep this form and the returned consent forms together.
- Work with teachers to set a date on which students must have consent forms returned.
- Bach Harrison suggests the return date be immediate – i.e. students directed to return forms the next day. However, teachers should collect forms until the day of the survey.
- Check-in with teachers periodically to verify the status of returned forms.
- Ask teachers to work at getting ALL of the forms returned.

Again, all teachers will get a \$10 stipend. Please encourage teachers to reach the consent goal and to get their parental consent work done in the first two weeks. Most will be more than happy to be done with the pesky job quickly .

Items to help you complete Step 4: Active Parental Consent Form, Active Consent Tracking Form for Survey Coordinators, Active Consent Tracking Form for Teachers

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4. Tracking Parental Consent

We are asking that survey coordinators work closely with schools to ensure that as many parental consent forms as possible are returned.

If your district collected consent during registration check in with your school admin to get a summary of returned parental consent form. If your district is collecting consent later, contact teachers a week after the consent forms are distributed. Ask your school admin or each teacher for the following:

- Number returned with consent
- Number returned without consent
- Number not returned

Bach Harrison will work with each district individually to determine the best strategy (paper or online) for gathering active parental consent and how to increase consent form return rates in the case that they are low.

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5. Work with Bach Harrison Team to Determine Sampling for the Project

As the SHARP Survey incorporates the administration of two survey forms into one survey process, you'll be working closely with your contact at Bach Harrison to determine the best means of surveying the following:

- All 6th, 8th, 10th, and 12th graders in your district/charter school with the PNA Survey form. Bach Harrison will work with you to determine how students in these grades will take the survey. Will the schools use core classes, an advisory period, or one set period? Will the survey be administered in paper format or online?
 - In 2025, we will be offering census-wide 6th/8th/10th/12th grade surveying for large districts that have only been able to receive district-level sampling in the past. Your BH Project Coordinator will work with you to see if this is something you would like to pursue.
- A small sample of 9th-12th grade students with the YRBS form in select sampled schools. Bach Harrison will also help with this sampling process, which involves gathering enrollment information for selected schools and then randomly selecting classes to take this short survey.

Information that we'll need your help in gathering includes the items listed below. This information can be provided to Bach Harrison in whatever format is easiest to produce on your end (Excel spreadsheet, PowerSchool or other registration system printout, matrix of classes, etc.):

- Teacher Name
- Subject Name and Class Period
- Number of students enrolled in each grade
- Number of Spanish language forms needed for that class

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6. Determine Teacher Stipends

We have allotted \$10 per class to be used for teacher stipends. If you require additional funds for higher stipends, consider asking your local prevention region or health department for supplemental funds.

Schools are free to use this teacher stipend money as they see fit. In other surveys in which we have used teacher stipends, we have provided teachers with gift cards to Amazon, Walmart, Target, or to a local movie theatre or restaurant. Call Bach Harrison for more brainstorming help!

Brainstorm for teacher stipend ideas and discuss your ideas with the school principal or superintendent. What do your teachers in your area respond to? What teacher stipends have not worked in the past? How would your school like to spend its money?

Some stipend tips:

- Local businesses will often supply a discount for gift certificates bought in bulk.
- If you decide to use gift cards, Bach Harrison can order them for you.

Decide how teacher stipends will be purchased. Should Bach Harrison send a check for these stipends to the district or to each school? Would your district prefer that gift cards simply be ordered and shipped to the Survey Coordinator for distribution? Will purchasing/organizing and distributing stipends be a district office, school office, or survey coordinator responsibility?

Develop materials to inform teachers of the stipend and to get them excited about getting as many forms as possible returned.

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7. Prepare Teachers for the Survey

Once the survey date for a school is set and you know which classes you will be surveying, begin preparing teachers for the survey. It is important in running a good survey and establishing a good relationship with teachers to notify teachers in advance of when the survey is scheduled and what they will be expected to do on the survey date.

Find some way to notify teachers in advance of the survey date, which classes will be taking survey, and what they will be expected to do. Please inform them of what their stipends will be for gathering parental consent and what non-monetary student stipends the school will be using. Feel free to use personal contact, phone, email, or a letter to provide this information. The following items section contains a **Advance Teacher Letter** to teachers. We will be sending copies of this page to you approximately 1 month before your survey date.

If you would like to share additional information on the Risk and Protective Factor Model, please contact your Ariana Callahan at Bach Harrison (Ariana@bach-harrison.com)

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8. Prepping for Your Survey Administration

ONLINE SURVEY ADMINISTRATION

Most schools chose to administer the survey online during the last administration which eliminated the need for paper materials to be sent and returned. For an online administration, Bach Harrison will send you unique URLs for each school. At least three days before the survey window is to begin, supply teachers with the Proctor Video (linked in the Teacher In-Class Administration Instructions) and Teacher Online Administration Instructions. These documents will guide them through the administration.

Please share this preparation and planning information with teachers as early as you can to give them ample time to prepare. Recording this information in your SHARP Portal will also allow Bach Harrison to better support you leading up to your launch.

Notify teachers/proctors in advance of:

- The survey window (or survey dates)
- The URLs to be used for the administration
- What they will be expected to do

Consider using the [Advance Teacher Letter](#) which can be modified for your own personal use.

For online administrations, please stress the importance of using the Teacher In-Class Administration Instructions to guide the survey administration in the classroom/computer lab.

Provide teachers/proctors with clear information regarding the personal devices (i.e. Chromebooks, laptops, iPads, etc.) or computer labs (if multiple computer labs exist at your school) to be used on the day of the survey, and the system you would like to follow for getting the survey done in one school day.

- Follow-up with teachers at the end of the school day to see how the survey went and to assess whether the teacher needs to administer the survey a second day to students who were absent on the day of the survey.
- Pass along appreciation for their help.
- Check your SHARP Portal for participation rates (participation numbers will be available the following day)

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Prepping for Your Survey Administration

COMPILING MATERIALS: PAPER SURVEY

Approximately two weeks before your survey date, you should receive a box (or boxes) of survey materials for your school(s). This package(s) will contain the following:

- Instructions for you on how to assemble teacher packets and how to handle distribution and collection of surveys
- A packing list to help you assemble the survey materials for each teacher.
- The following materials which you will use to create a survey packet for each teacher. Once assembled, each packet should contain the following:
 - An Envelope in which students should place their completed surveys.
 - A Survey Summary Form attached to the envelope with tape that each teacher should complete at the end of the survey class period. (See following items section for a sample copy of the Survey Summary Form)
 - Blank survey booklets for the students to complete the PNA
 - Enough booklets will be sent for each student in grade 6, 8, 10, and 12 to have one.
 - Instructions for teachers to read to the students at the beginning of the survey class period.
 - One Green Absentee Survey envelope
- Pre-paid FedEx shipping label(s) with the return address for the surveys and materials. NOTE: You can keep the box that survey materials were mailed in Compiling Materials: Paper Survey and use it to return the completed materials to Bach Harrison. Any box or package will work, however.

Please examine the materials to ensure that you have enough materials to create a packet for each teacher and that you received enough survey booklets for each participating student.

If you are short any survey questionnaires or other materials, please contact Ariana Callahan at Bach Harrison (801-791-7746) immediately and she will arrange to have additional copies shipped to you.

DISTRIBUTING MATERIALS: PAPER SURVEY

Distribute the packets to each school and/or teacher at least three days before the survey date. Remind each school of their survey date, make-up survey date and survey procedures. Set a date and time in which you will be in the school to pick up the materials.

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9. Make-up/Absentee Survey

ONLINE SURVEY ADMINISTRATION

Utilize the designated make-up survey date, which should have been scheduled within one week of the initial survey date.

Before the make-up survey, remind the teachers to:

- Separate the absent students from those who have already taken the survey when giving the absentee survey.
- Show the Proctor Video (linked in the Teacher In-Class Administration Instructions)
- Instruct the students to complete as much of the survey as possible in the time allotted, then click the "Submit" button upon completing the survey.

Check your SHARP Portal the day after the make-up survey administration to make sure absentee surveys were completed. Once all surveys are completed in the school, update your portal by checking the "Survey Complete" box.

PAPER SURVEY ADMINISTRATION

Utilize the designated make-up survey date, which should have been scheduled within one week of the initial survey date.

Before the make-up survey, remind the teachers to:

- Separate the absent students from those who have already taken the survey when giving the absentee survey.
- Show the Proctor Video (linked in the Teacher In-Class Administration Instructions)
- Instruct the students to put their surveys in the "Absentee Envelope" and seal the envelope after the last student is finished.
- Complete all of the information on the Absentee Envelope.

Check back with teachers after the make-up survey administration to make sure absentee surveys were completed.

Gather absentee survey envelopes, place envelopes with initial survey date materials, place prepaid Fed Ex label (provided by Bach Harrison) on the sealed box, and schedule for a FedEx Ground pickup.

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10. Wrap up Your Survey!

ONLINE SURVEY ADMINISTRATION

There are no materials that need to be returned to Bach Harrison. You will need to check the SHARP Portal for participation rate accuracy and to indicate that your survey is complete. Once you check the "Survey Complete" box, Bach Harrison will close your weblinks.

PAPER SURVEY ADMINISTRATION

Once the survey is completed, you will need to gather the survey materials and check the summary information on the outside of the envelope for completion. Ensure that each teacher filled out all of the student enrollment, eligibility, completion, refusal, and absentee information on the outside of the packet.

When all of the materials have been gathered and checked, you will need to ship the materials to Bach Harrison for scanning.

- Place the completed survey booklets and any unused materials back in the original shipping container or other shipping container.
- Put the enclosed pre-paid FedEx mailing label on the container and fill out the return address information. If you can't find your label, please contact us and we will send you a replacement.
- Please make a note of the tracking number located on the label you are using.
- Arrange for a FedEx pick-up, by either calling the toll-free number located on the backside of the FedEx label or by dropping the package off at any FedEx Ground mailing station.
- FedEx will mail the materials to: Bach Harrison, LLC 116 South 500 East Salt Lake City, Utah 84102

Thank you again for your assistance in organizing this survey. We wouldn't be able to do this without your time and attention and we are so appreciative of your efforts!

We are excited to provide your school with data that they can use to plan prevention services and better your community!

<input checked="" type="checkbox"/>	Approximate Date	Task	Correspondence with Bach Harrison L.L.C
<input type="checkbox"/>	ASAP DATE:-----	Gather a list of testing dates, holidays, and semester change dates for the district and for each school. Choose online or paper surveying	
<input type="checkbox"/>	ASAP DATE:-----	Work with district or school administrators to determine a general week in which sampled schools will take the survey (Please schedule the test date at least 3-4 weeks after the beginning of a semester, trimester, or quarter.)	Update your SHARP Portal with your survey dates
<input type="checkbox"/>	Before December 10, 2024 DATE:-----	Meet with Principal(s) - set survey date(s) (if not already set) for the student survey and date(s) for the absentee survey. Discuss teacher stipends. What can you offer teachers for approximately \$10 per teacher?	Update your SHARP Portal with school survey dates.
<input type="checkbox"/>	ASAP DATE:-----	Once class schedule is available, gather a list of teacher names, the classes they teach in each class period, the number of students enrolled in each class, and the grade or grade range taught in the class from each sampled school	Submit Class Lists on your SHARP Portal or email them to Ariana
<input type="checkbox"/>	Before Winter Holiday or as soon as sampled classes are identified DATE:-----	Distribute Advance Teacher Letters. Optional -- present teacher training Powerpoint	Email changes to Ariana
<input type="checkbox"/>	During Winter Holiday Date:-----	Optional - develop additional materials for your school - explanations of stipends	

	Approximate Date	Task	Correspondence with Bach Harrison L.L.C
<input type="checkbox"/>	At least three weeks before the survey date DATE:-----	***Only if your district did not collect consent during registration*** Distribute Parental Consent Forms and Teacher Instructions- set a return date, make sure teachers know they need to track students who have permission, who don't have permission, and who didn't turn them in (Consent forms should be distributed at least 14 days (preferably three weeks) before the survey date.	
<input type="checkbox"/>	One week after consent forms distributed (at least two weeks before survey if possible) DATE:-----	Collect final Parental Consent counts from teachers. Work with teachers to assess the situation and discuss ways to get more forms returned. Urge teachers to work to get 90% of the forms returned.	Update your SHARP Portal with parent consent counts, for each school.
<input type="checkbox"/>	One week before the survey DATE:-----	Check back with teachers to see if any additional consent forms were returned, and reassess the situation. Notify Bach Harrison immediately if you feel that not all classes will make the goal of getting 90% of forms returned.	Report any changes in parental consent numbers to Ariana ASAP
<input type="checkbox"/>	One week before assigned survey date DATE:-----	Assemble and distribute paper survey materials or online weblinks - explain absentee survey procedure to teachers. Answer any questions. Notify Bach Harrison staff immediately if any materials are missing.	
<input type="checkbox"/>	The afternoon before the survey date DATE:-----	If needed, check with teachers or school admin to get a final count of returned parental consent	Email changes to Ariana
<input type="checkbox"/>	The afternoon of the survey date DATE:-----	If administering in paper format, gather completed survey materials. Double check that all packets are accounted for. If administering online, use your SHARP Portal to check participation rates. Remind teachers of the date in which the absentee survey will be administered. Go over absentee survey protocol with teachers.	DO NOT MAIL PACKETS UNTIL AFTER ABSENTEE SURVEY DATE
<input type="checkbox"/>	One week after the original survey date DATE:-----	If you are doing the survey in paper format, check back with teachers to make sure that absentee surveys were administered and envelopes were completed. Gather absentee survey envelopes, place envelopes with initial survey date envelopes, close box, place red Fed Ex label on package, and arrange for a Fed Ex Ground pickup.	Paper Survey: Mail all survey packets and tracking information to Mary/Ariana Online Survey: Check "Survey Complete" in your SHARP Portal

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

ADVANCE TEACHER LETTER: ONLINE



Dear Teacher:

Greetings! Your school has agreed to participate in the Student Health and Risk Prevention (SHARP) Survey Project sponsored by the Utah Department of Health and Human Services. The purpose of the survey is to gather important information needed to plan prevention and intervention programs to combat such problems as alcohol and other drug use and violence in our schools and communities. We are asking for your help in administering this important survey.

In preparation for the survey, there are a few things you should know: Survey Date(s): Class period(s) in which you will administer the survey:

- **Parental Consent** - Many districts have already gathered parental consent during fall registration. If this is not the case for your school or district, the survey coordinator at your school will work with you to determine a procedure for obtaining and tracking parental consent. If your school collected consent during registration, you will receive a list of students whose parents have given consent for them to participate in the survey.
- **Survey Materials** - Approximately three days before the survey takes place, you will receive an email with a weblink and instructions for completing the online survey including an instruction sheet that must be read verbatim to your class before beginning the survey.
- **Scheduling** - The students will need an entire class period (approximately 30 minutes) to complete the survey.
- **Alternate activity** - The student survey is voluntary. An alternate activity must be provided for the students who either do not have parental consent or who elect not to participate. The alternate activity should be an ungraded activity that the student could do quietly at their desk (i.e., reading or written activity). Please take care to prepare an alternative activity that is neutral in terms of encouraging or discouraging participation in the survey. For example, allowing students to go to the gym for the class period if they opt of the survey could perhaps be perceived as a reward for not participating. Likewise, assigning tedious school work for those opting out could be perceived as a punishment for not participating. Find an activity that is neutral in terms of it being neither better or worse than participating in the survey. The alternate activity can not be graded.

Thank you in advance for your valuable assistance on this research project. We couldn't do this without you, and I hope you know how much we appreciate your efforts and support of this survey! We encourage you to contact your survey coordinator with any questions you may have. Also, please do not hesitate to contact the Bach Harrison at SHARPSupport@bach-harrison.com.

Sincerely,

Ariana Callahan
Project Manager
Bach Harrison, L.L.C.

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

ADVANCE TEACHER LETTER: PAPER



Dear Teacher:

Greetings! Your school has agreed to participate in the Student Health and Risk Prevention (SHARP) Survey Project sponsored by the Utah Department of Health and Human Services. The purpose of the survey is to gather important information needed to plan prevention and intervention programs to combat such problems as alcohol and other drug use and violence in our schools and communities. We are asking for your help in administering this important survey.

In preparation for the survey, there are a few things you should know: Survey Date(s): Class period(s) in which you will administer the survey:

- **Parental Consent** - Many districts have already gathered parental consent during fall registration. If this is not the case for your school or district, the survey coordinator at your school will work with you to determine a procedure for obtaining and tracking parental consent. If your school collected consent during registration, you will receive a list of students whose parents have given consent for them to participate in the survey.
- **Survey Materials** - Approximately three days 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, an envelope in which to place completed surveys, an absentee envelope in which to place surveys completed by students who are absent on the day of the survey, and an instruction sheet that must be read verbatim to your class before beginning the survey.
- **Scheduling** - The students will need an entire class period (approximately 45 minutes) to complete the survey.
- **Alternate activity** - The student survey is voluntary. An alternate activity must be provided for the students who either do not have parental consent or who elect not to participate. The alternate activity should be an ungraded activity that the student could do quietly at their desk (i.e., reading or written activity). Please take care to prepare an alternative activity that is neutral in terms of encouraging or discouraging participation in the survey. For example, allowing students to go to the gym for the class period if they opt of the survey could perhaps be perceived as a reward for not participating. Likewise, assigning tedious school work for those opting out could be perceived as a punishment for not participating. Find an activity that is neutral in terms of it being neither better or worse than participating in the survey. The alternate activity can not be graded.

Thank you in advance for your valuable assistance on this research project. We couldn't do this without you, and I hope you know how much we appreciate your efforts and support of this survey! We encourage you to contact your survey coordinator with any questions you may have. Also, please do not hesitate to contact the Bach Harrison at SHARPSupport@bach-harrison.com.

Sincerely,

Ariana Callahan
Project Manager
Bach Harrison, L.L.C.

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

TEACHER IN-CLASS ADMINISTRATION INSTRUCTIONS ONLINE



YOUR SCHOOL'S SURVEY WEBLINKS AND NOTES REGARDING THIS URL:

Each school taking part in the 2025 SHARP Survey will be given a unique URL to be used for the school (your district's Survey Coordinator will provide that link to you). The survey is intended for grades 6, 8, 10, and 12, and there are separate links created for each grade. If your school has students in two or more of those grades, your school will receive a unique URL to be used for each individual grade. Each URL includes the district name, the school name, and the grade. Please double-check that you share the correct link with your students.

PRIOR TO THE SURVEY

Obtain survey administration materials

You should have received the following items:

- The URL and instructions for how they will provide access to the weblink
- Link for the Proctor Video
 - English: <https://www.youtube.com/watch?v=mKXMMRzNUXw>
 - Spanish: <https://youtu.be/Zcwv5Q9sICA?feature=shared>
- Enough copies of the Student Support Card for each student to receive one after the survey is complete
- A list of students whose parents provided consent via the active consent process.

SURVEY DAY EXPECTATIONS

- ONLY students with Active Parent Permission are allowed to take the survey. Students whose parents refused consent or did not turn in the form will participate in an alternate activity.
- Teachers MUST show the Proctor Video to students before they administer the survey. The video contains important information that informs students of the survey's purpose as well as their rights as participants.
- The first page of the survey allows students to select alternate language versions via the language bar at the top of the screen.
- After completing the survey, each student needs to be given a copy of the Student Support Card.

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

TEACHER IN-CLASS ADMINISTRATION INSTRUCTIONS
ONLINE



SURVEY DAY INSTRUCTIONS

1 To access the survey:

We suggest opening your school's link one time to familiarize yourself with what students will encounter when they click on the survey link. The survey will open to two important participation questions:

- 1)** Whether or not they will participate, and
- 2)** If they are in a private spot that will ensure survey anonymity and confidentiality

The screenshot below provides an example of how the survey will officially begin (after the introductory questions). The image below represents the 8th grade survey; the first page of the 6th and 11th grade surveys will contain a different title. Please note the dark gray language toolbar at the top of the screen. To switch the survey to Spanish, just click on the button labeled "English" in the top right-hand corner and select Spanish.

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

TEACHER IN-CLASS ADMINISTRATION INSTRUCTIONS
ONLINE



SURVEY DAY INSTRUCTIONS

2 Check to ensure that the correct grade is listed in the page title:

(i.e. either 6th grade, 8th grade, 10th grade, or 12th grade).

3 Students wishing to take the survey in Spanish:

Select that language option from the toolbar at the top, right-hand side of the page. Spanish-speaking students must select their preferred language on the first page; there will be no other option in the survey to switch languages at a later time.

4 After the student finishes the survey and clicks SUBMIT:

A Student Support page should open. For greater accountability, you can have students take a screenshot of this final page and send it to you.

5 When you are finished administering the survey as planned:

Notify your district Survey Coordinator.

IMPORTANT NOTES ON NAVIGATING THROUGH THE SURVEY PAGES

Students are to only use the "**BACK**" and "**NEXT**" buttons at the bottom of each page to move through the survey. The survey's data will be saved as students move through the pages. Students should click on the "**SUBMIT**" button on the last page to end their survey. Please note: if a student uses the browser's forward and back buttons, the survey will need to be reloaded.

WHAT TO DO IF A STUDENT USES THE BROWSER BACK BUTTON:

Students should use the <<**BACK**>> and <<**NEXT**>> buttons to navigate through the survey and **SHOULD NOT USE the browser back button**. If a student clicks on the browser back button, an error message will be displayed that the page has expired. To recover from this, the student should press F5. A dialog box to resubmit the page will appear and the student should click on Resend for Firefox, Continue for Chrome and Retry for Internet Explorer. Data from previous pages will still be present. Data for the current page will have to be re-entered.

Thank you very much for your help in this survey!

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

TEACHER IN-CLASS ADMINISTRATION INSTRUCTIONS PAPER



PRIOR TO THE SURVEY

Obtain survey administration materials

You should have received the following items:

- An Envelope for completed surveys
- A Survey Summary Form attached to the envelope
- Blank survey booklets, enough for each student to get one and Spanish booklets as needed.
- Green Absentee Survey envelope
- Link for the Proctor Video
 - English: <https://www.youtube.com/watch?v=mKXMMRzNUXw>
 - Spanish: <https://youtu.be/Zcwv5Q9slCA?feature=shared>
- Enough copies of the Student Support Card for each student to receive one after the survey is complete
- A list of students whose parents provided consent via the active consent process.

SURVEY DAY EXPECTATIONS

- Teachers MUST show the Proctor Video to students before they administer the survey. The video contains important information that informs students of the survey's purpose as well as their rights as participants.
- If a student would like to take the survey in Spanish, please provide them with a Spanish survey booklet. If you do not have any, please contact your Survey Coordinator.
- After completing the survey, each student needs to be given a copy of the Student Support Card.

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

TEACHER IN-CLASS ADMINISTRATION INSTRUCTIONS PAPER



SURVEY DAY INSTRUCTIONS

1 Check to ensure that the correct grade is listed on the survey booklets:

(i.e. either 6th grade, 8th grade, 10th grade, or 12th grade).

2 Students wishing to take the survey in Spanish:

Provide a Spanish survey booklet to students wishing to take the survey in Spanish.

3 After the student finishes the survey:

Instruct the student to place their survey in the envelope and have the last student finished seal it once they have put their survey inside. Complete the Survey Summary Form at the end of the class period.

4 When you are finished administering the survey as planned:

Notify your district Survey Coordinator.

Thank you very much for your help in this survey!

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

SCHOOL PARENTAL CONSENT TRACKING FORM



Consent for PNA and YRBS

Email to Ariana Callahan at Ariana@bach-harrison.com

District: _____

School: _____

Survey Coordinator: _____

Teacher: _____

Teacher Name	# of students Enrolled in Class	# of Forms Returned WITH Consent for PNA	# of Forms Returned WITH Consent for YRBS	# of Forms Returned WITHOUT Consent (Both Surveys)	# of Forms Not Returned

HELP IS AVAILABLE!

2025 UTAH SHARP RESOURCE SHEET



THE TREVOR PROJECT - FOR LGBTQ YOUTH

National organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning youth.

TrevorLifeline: 1-866-488-7386

The TrevorLifeline is available 24/7/365

TrevorText: Text START to 678678

Available Mon-Fri between Noon-7 pm PT

**Utah
Crisis Line**
In Association with
the National Suicide
Prevention Lifeline

1-800-273-TALK

Services provided by University of Utah Health

TRYING TO QUIT VAPING OR SMOKING?

My Life, My Quit is a free and confidential program to help quit vaping or other tobacco use. 1:1 help from coaches is available through text messaging and online chat.

TEXT: Start My Quit to 1.855.891.9989

VISIT: MyLifeMyQuit.com

MY LIFE MY QUIT

LIVE ON:

MENTAL HEALTH ASSISTANCE

Promoting education, providing resources, and changing our culture around suicide and mental health.

CALL: 1.800.273.TALK

VISIT: LiveOnUtah.org



SafeUT CrisisLine

Available 24/7

1.800.273.8255

OR

Download the APP



FOR EMERGENCIES - CALL 911

If you or someone you love is in a violent relationship, call these hotlines 24/7:

Utah Domestic Violence: 1.800.897.5465

Rape and Sexual Assault: 1.888.421.1100



NAMI UTAH:

NATIONAL ALLIANCE ON MENTAL ILLNESS

NAMI Utah advocates for and supports Utah individuals and families impacted by mental illness.

CALL: 1.800.323.9900

Mentors available M-F 9am - 4:15pm

2025 UTAH STUDENT HEALTH AND RISK PREVENTION SURVEY

DISTRICT IT SUPPORT INFO SHEET



Document for District IT Support Staff: Whitelisting Alchemer IP Addresses and Domains

Alchemer is the platform Bach Harrison uses for administering the SHARP Survey. The survey platform is well-respected and very rarely runs into issues in terms of being blocked from student view.

That said, to ensure that there are no problems on the day of the survey, we would suggest that each district's IT staff test our **DEMO** survey link and also consider whitelisting the IP addresses and domains associated with the survey. Refer to the list below of Alchemer IPs and domains for whitelisting purposes.

IP Addresses for Survey Invites and Send Email Actions

Whitelist the IPs below to ensure Email Campaign and Send Email Action messages are received. Each IP has the dedicated datacenter associated:

- **146.20.14.105 (US & CA)**
- **50.56.130.220 (US & CA)**

IP Addresses for Passing Data via Webhook Action & FTP/SFTP

Whitelist the IPs below if receiving data via Webhook Action or FTP/SFTP:

- **54.208.218.176 (US)**
- **52.206.168.238 (US)**
- **52.206.180.233 (US)**

The Following Ports are Allowed

- **Port 80 for http**
- **Port 443 for https**

Commonly Used Domains

US Datacenter

- **https://www.alchemer.com**
- **https://www.alchemer.com**
- **https://app.alchemer.com**