

## To prepare for the NYTS administration, please:

1. **Review** the enclosed Summary of School Arrangements (SSA) form, which **confirms the classes that were randomly selected to participate and the date(s) of the survey administration.**
2. **Log into [nyts.cdc.gov](https://nyts.cdc.gov)** using your teacher code (found in the blue table on the SSA) and watch “*Pre-Survey Teacher Video.*” This 2-minute video will help you be prepared for survey administration.
3. **Email** a parental permission form to the parent of each student in your selected class as soon as possible, **at least 10 days prior** to the survey administration date. We have provided a sample email to be used “When Distributing Permission Forms.”
4. Send a reminder email, along with another permission form, **three days prior to the survey**, to parents who have not yet returned a permission form.
5. On the day of the survey, **log back into [nyts.cdc.gov](https://nyts.cdc.gov)** and watch the “*Day of Survey Video*” and follow the instructions.
6. **Provide** students with the survey URL ([nyts.cdc.gov](https://nyts.cdc.gov)) and the classroom access code (found in the yellow table on the SSA) and encourage students to complete the questionnaire. Students will need an internet-connected device. *(Please note that the classroom access code is different than your teacher access code.)*

Dear Teacher,

We appreciate your classroom hosting the 2021 National Youth Tobacco Survey, sponsored by the Centers for Disease Control and Prevention (CDC), Office on Smoking and Health. The survey is designed to collect comprehensive data on the attitudes, knowledge and behaviors of middle and high school students (grades 6-12) with respect to tobacco product use, exposure to tobacco use, and exposure to tobacco marketing/advertising. Results from the NYTS enable states, school districts, schools, and communities to adapt their tobacco prevention and control programs to combat the most prevailing issues at hand. A report summarizing the results will be published later this year and your school will be notified when the report is available.

**You play a very important role in the survey.** Your support and encouragement are necessary to ensure a high rate of participation among your students, which is essential to produce valid national data. Your class was randomly selected and cannot be replaced.

The survey will be administered electronically on an internet-connected device. The survey will take approximately 20-35 minutes to complete. **Please follow the instructions on your left in order to prepare for the survey administration.**

Survey procedures have been designed to protect your students’ privacy and allow for anonymous participation. Attached is a summary fact sheet about the study. A copy of the questionnaire is available with your school’s contact person, if you would like to view it. **Please do not log into the NYTS website to see the student survey, as your log in or any information you enter will be counted as a student’s response.**

The participation of your students in the NYTS will help the CDC, educators, and public health officials improve efforts to reduce tobacco product use among adolescents throughout the nation. If you have any questions, please call me toll-free at 1-800-287-1815 between 8:30 a.m. and 5:00 p.m. eastern time. Thank you again for your cooperation.

Sincerely,



Alice Roberts, Project Director  
National Youth Tobacco Survey