2021 and 2023 National Youth Risk Behavior Survey

Attachment O2

Make-up List and Instructions

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| **MAKE-UP LIST AND INSTRUCTIONS** | | | | |
| **School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_** | | | **Teacher Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Period:\_\_\_\_\_\_\_**  **Grades(s): \_\_\_\_\_** | |
| Dear Teacher:  Students who were selected to participate but did not complete the survey and are eligible for a make-up are listed below. The list includes students who were coded as: **A:** Absent; **ISS**: In-School Suspension; **SR:** Student Refusal; and **NFR:** No Form Returned (for schools using active parental permission only). Students coded as **NFR** must have returned a signed parental permission form, with the “yes” box checked, to be surveyed as part of a make-up session. Students who initially refused to take the survey (**SR**) but voluntarily changed their mind and decide to participate, may be surveyed.  You are asked to administer a make-up with all students listed in the table below. An adequate supply of survey materials is enclosed. When administering the survey, please follow the enclosed make-up survey administration script closely.  When you have completed the make-ups, please place each student’s sealed envelope containing his/her questionnaire in the white, business reply envelope marked MAKE-UPS, along with this form.  **Important:** If a student, for all practical purposes, has ceased to come to class or attend school and you cannot conduct a make-up, mark a capital “**D**” next to his/her name. For any student(s) not completing a make-up survey, please note the reason (if known) next to the student’s name below.  Please attempt to complete all student make-ups by:­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Thank you again for your help. If you have any questions, please call us toll-free at **1-800-675-9727.**  **PLEASE PRINT NAMES OR IDENTIFIERS CLEARLY.** | | | | |
| **Students Needing Make-ups** | **Code**  A, ISS, SR, NFR | **Students Needing Make-ups** | | **Code**  A, ISS, SR, NFR |
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