2021 and 2023 National Youth Risk Behavior Survey

Attachment O2

Make-up List and Instructions

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 <u>voluntarily</u> 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