

Intradistrict Communication

DATE: December 16, 2015

TO: Principals

FROM: Administrators of Schools
Laura Finlinson, Administrator of Curriculum and Staff Development
Clyde Mason, Director of Evaluation, Research, and Accountability *CM*

SUBJECT: 2016 UEPC School Climate Survey – Preparation and Administration Details

The 2015-16 school climate surveys, created in cooperation with the Utah Education Policy Center (UEPC), are to be administered online between February 1, 2016 and March 18, 2016. This survey window includes all schools' Spring Parent-Teacher Conference dates. All parents, teachers, and students in 2nd grade and higher are to be invited and encouraged to participate. Specific school survey dates must be scheduled and conducted between February 1, 2016 and March 18, 2016.

Schools	Parent/Teacher Conf. Date(s)	School Climate Survey Window Dates
YR Schools (Tracks A & B)	Feb. 1-5, 2016	Feb. 1 to Mar. 18, 2016
Trad. Schools (Elem. & Sec.)	Feb. 24-25, 2016 (Middle Schools) Mar. 2, 2016 (High Schools) Mar. 9-10, 2016 (Elem. Schools)	Feb. 1 to Mar. 18, 2016
YR Schools (Tracks C & D)	Mar. 7-11, 2016	Feb. 1 to Mar. 18, 2016

To prepare for, and conduct, the 2016 UEPC School Climate Student, Faculty/Staff, and Parent surveys, please make sure the following indicated activities are completed for each of the school climate surveys:

Student Survey

- 1) Before the first day of your survey window (February 1, 2016), our Information Support technicians will place the following link on the computers in your computer lab(s): <http://bit.ly/1IQC0sF>
- 2) Schedule dates and times within the survey window for students to take the survey under supervision in the computer lab(s) at your school. (The surveys are short, consisting of about 25 questions and should take 5-10 minutes to complete.) To help guard against possible misuse of survey access, have all students complete the survey at the school, complete the surveys as soon as possible after the window opens, and notify Alyssa Messina at UEPC (alyssa.messina@utah.edu) as soon as your school's student surveys are completed.

Faculty/Staff Survey

- 1) On the first day of the survey window (February 1, 2016), email the following faculty/staff survey link to teachers and other support staff at your school asking them to complete the survey sometime within the survey window: <http://bit.ly/1NPIXui>

Parent Survey

- 1) On the first day of the survey window (February 1, 2016), send a Skylert, Peachjar, or "Hard copy" message to parents, similar to the one provided on the next page, informing them of the school climate survey and encouraging their participation.
- 2) Make sure that the following parent survey link is loaded onto specified computers at your school

for parents to use to complete the survey at the school between February 1, 2016 and March 18, 2016. <http://bit.ly/1O5IIE2>

- 3) Make computers available for parents to take the survey at parent-teacher conferences and encourage parents to participate.
- 4) Consider other ways to encourage parents to participate in the survey.

SAMPLE SKYLERT, PEACHJAR, OR "HARD COPY" MESSAGE REGARDING SCHOOL CLIMATE SURVEYS:

Dear Parents and Guardians,

Beginning February 1, 2016, and continuing through March 18, 2016, our school will be administering school climate surveys. All parents/guardians and students second grade and higher are being invited to participate.

The purpose of this survey is to gather input about school climate and the effectiveness of the teachers and administrators at our school. Responses are anonymous and no personal information will be collected. Reports will be made available for teachers and administrators to use in their school improvement efforts. The survey is short, taking less than 10 minutes to complete.

The survey can be found online at <http://bit.ly/1O5IIE2>. There will also be computers available at our school's parent teacher conferences coming up on [*place parent teacher conference date(s) here*] if you would like to complete the survey at that time. The survey is available in both English and Spanish.

Students will take surveys during the school day. The first page of the survey allows the respondent to opt out of the survey by clicking "I do not wish to take the survey." If you do not want your child to take the survey, your child may opt out at the time of administration.

Thank you in advance for your participation.

Sincerely,

[*Principal's Name*]

Principals, please review and verify the accuracy of names listed in each of your school's surveys (Student, Faculty/staff, Parent) prior to January 22, 2016. If there are any names that need to be changed, please let Alyssa Messina at UEPC know by January 22, 2016. She can be reached at the following email address: alyssa.messina@utah.edu. Feel free to visit, and mark, each of the surveys as often as you would like prior to January 22, 2016. Collection of actual data from the student, faculty/staff, and parent school climate surveys will begin on February 1, 2016 at 8:00 a.m. MST.

You may share the survey links with other administrators at your school and invite them to review the surveys as well, but please **do NOT share survey links with teachers, students, or parents until the first day of the survey window.**

Finally, please contact Clyde Mason if you have any questions about this communication or the 2016 UEPC School Climate Surveys.