

Intradistrict Communication

DATE: January 4, 2017

TO: Principals

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

SUBJECT: 2017 UEPC School Climate Surveys – Preparation and Administration Details Reminder

The final versions of the 2017 UEPC School Climate Surveys (Student, Faculty/Staff, and Parent) are ready to be reviewed by school principals or other designated school administrators. The surveys can be accessed via the following links: Student Survey: <http://bit.ly/JSDStudentSurvey>
Faculty/Staff Survey: <http://bit.ly/JSDFacultyStaffSurvey>
Parent Survey: <http://bit.ly/JSDParentSurvey>

IMPORTANT: Principals, between now, January 4, 2017, and Friday, January 27, review and verify the accuracy of names listed in each your school's three surveys (student, faculty/staff, parent). If there are any names that need to be added, changed, or deleted, please let Alyssa Messina at UEPC know by Friday, February 3, 2017. She can be reached at the following email address: alyssa.messina@utah.edu. Principals, feel free to review, and mark, each of the surveys as often as you would like prior to February 13, 2017. **Collection of actual data from the student, faculty/staff, and parent school climate surveys will begin on February 13, 2017 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 (February 13, 2017).**

The following additional information was also provided in an earlier communication:

The 2016-17 school climate surveys, created in cooperation with the Utah Education Policy Center (UEPC), are to be administered online between February 13, 2017 and March 31, 2017. 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 13, 2017 and March 31, 2017.

Schools	Parent/Teacher Conf. Date(s)	School Climate Survey Window Dates
YR Schools (Tracks A & B)	Feb. 21-24, 2017	Feb. 13 to Mar. 31, 2017
Trad. Schools (Elem. & Sec.)	Feb. 15-16, 2017 (Middle Schools) Feb. 22, 2017 (High Schools) Mar. 15-16, 2017 (Elem. Schools)	Feb. 13 to Mar. 31, 2017
YR Schools (Tracks C & D)	Mar. 20-24, 2017	Feb. 13 to Mar. 31, 2017

To prepare for, and conduct, the 2017 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 13, 2017), our Information Support technicians will place the following link on the computers in your computer lab(s):
<http://bit.ly/JSDStudentSurvey>

- 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 13, 2017), 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 (Feb. 13, 2017 through Mar 31, 2017):
<http://bit.ly/JSDFacultyStaffSurvey>

Parent Survey

- 1) On the first day of the survey window (February 13, 2017), send a Skylert, Peachjar, or "Hard copy" message to parents, similar to the one provided below, 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 13, 2017 and March 31, 2017: <http://bit.ly/JSDParentSurvey>
- 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 13, 2017, and continuing through March 31, 2017, 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 school improvement efforts. The survey is short, taking less than 10 minutes to complete.

The survey can be found online at <http://bit.ly/JSDParentSurvey> and is available in either English or Spanish. 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*]

Finally, please contact Clyde Mason if you have any questions about this communication or the 2017 UEPC School Climate Surveys.