

Intradistrict Communication

DATE: Tuesday, May 15, 2018

TO: All Principals

FROM: Laura Finlinson, Administrator of Curriculum and Staff Development
Ben Jameson, Director of Evaluation, Research and Accountability *BJ*

SUBJECT: 2018 UEPC School Climate Survey Results

The 2018 UEPC School Climate Reports are being prepared. Before distributing these survey results, principals are required to agree to follow three directions regarding access to, and disclosure of, UEPC survey data:

1. Table 6 in your school report provides a thumbnail sketch of all teachers at your school who had responses from at least 10 students and/or 10 parents. *This table is for school administrators only.* Table 6 may **NOT** be viewed by or shared with any person beyond district leadership or your school administration.
2. School reports include a results page for all teachers who received 10 or more evaluations from students and/or parents. Results pages with individual teachers' Cactus IDs at the top of the page are **NOT** to be viewed by or distributed to persons other than the school administration or the teacher whose ID appears on the top of the page.
3. No attempts are to be made to identify respondents or publicly publish information on particular individuals.

Principals are asked to please download, initial, and sign the attached document entitled Data Access and Disclosure Requirements. Please return the initialed and signed copy to me via email or through District Mail. Once the 2018-18 UEPC School Climate Survey becomes available and I have the signed Data Access and Disclosure Requirements form initialed and signed by you, I will send your school's survey report to you via a MoveIT email file.

Once you receive your 2018 UEPC School Climate Survey Report, please distribute a copy of the results pages to each educator so that they may include it in the portfolio portion of their JPAS.

Please remember that your UEPC School Climate Survey Report may include potentially sensitive information as a result of opinions and comments expressed by survey respondents. Make certain you carefully follow the above requirements when sharing this information and use great discretion when doing so.

Please contact Ben Jameson in Evaluation, Research & Accountability with any questions or concerns.