

# Intradistrict Communication

DATE: Thursday, February 6, 2020

TO: Elementary Principals

FROM: Shelley Nordick, Ph.D, Administrator of Teaching & Learning  
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: 2019-20 Stakeholder Survey Preparation

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Jordan School District will be administering its own student, parent, and faculty/staff stakeholder survey this year to students in grades 1-12. The survey window opens Monday, February 10, 2020, and closes Friday, April 3, 2020, to accommodate parent conferences and year-round tracks. In November, principals were sent a list of licensed educators at your school and were asked to submit any changes to that list. Those verified and updated lists have now been added to the stakeholder survey. *If schools have hired licensed faculty since November 2019, please contact the Evaluation, Research & Accountability as soon as possible so that we can update your school's surveys.*

To prepare for, and administer, the 2019-20 student, parent, and faculty/staff stakeholder survey, please make sure the following activities are completed for each of the stakeholder surveys:

## **Student Survey**

- 1) Before students take the survey, a link to the student survey needs to be placed on the computers in your computer lab(s) and/or Chromebooks. The link will be sent to your school techs.
- 2) Schedule dates and times within the survey window for students in grades 1-6 to take the survey under supervision in the computer lab(s) at your school. The surveys are short and should take 5-10 minutes to complete.

## **Faculty/Staff Survey**

After the survey window opens, individual licensed faculty and classified staff will receive an email from the district with a link inviting them to participate in the stakeholder survey. Principals may consider notifying teachers and staff that such an email will be forthcoming.

## **Parent Survey**

After the survey window opens, parents will receive an email from the district with a link inviting them to participate in the stakeholder survey. No further action by principals is necessary.

Please direct any questions or concerns to the stakeholder survey coordinator, Holly Allen, at [holly.allen@jordandistrict.org](mailto:holly.allen@jordandistrict.org) (801-567-8115).