

## Intradistrict Communication

DATE: Thursday, February 6, 2020

TO: Middle and High School Principals

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

SUBJECT: 2019-20 Stakeholder Survey Preparation and Preview Links

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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 Department as soon as possible so that we can update your school's surveys.*

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

### **Student Survey**

After the survey window opens, students will receive an email from the district with a link inviting them to participate in the stakeholder survey. Schools should provide time during the school day for students to take the survey. Principals may consider designating a homeroom class as the time that students take the stakeholder survey.

### **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 teacher 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.