JORDAN SCHOOL DISTRICT

Anthony Godfrey, Ed.D., Superintendent of Schools

West Jordan, Utah

# Intradistrict Communication

DATE: Thursday, October 14, 2021

TO: Middle School Administrators

 High School Administrators

FROM: Shelley Nordick, Ph.D, Administrator of Teaching & Learning

 Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: 2021-22 Stakeholder Input Survey Preview and Administration Materials

Jordan School District will be administering its own student, parent, and faculty/staff stakeholder input survey this year. The student survey will be administered to all students in grades K-12. The survey window opens Monday, November 1, 2021, and closes Friday, November 19, 2021. At the beginning of October, schools were sent a list of licensed educators and licensed support staff 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 Input Survey. *If schools have hired licensed faculty since October 8, 2021, please contact Evaluation, Research & Accountability as soon as possible so that we can update your school’s surveys.*

To prepare for, and administer, the 2021-22 student, parent, and faculty/staff stakeholder surveys, please make sure the following activities are completed for each of the stakeholder input 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 to the student survey will be sent to your school techs.
2. Schedule dates and times within the survey window for students in 7-12 to take the survey under supervision in the computer lab(s) at your school or on classroom Chromebooks. The survey is short and should take 10-15 minutes to complete.
3. Distribute scripts to teachers or school personnel who will administer the survey to students.

**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 Input Survey. Principals may consider notifying teachers and staff that such an email will be forthcoming. School administrators will also receive the link to the faculty survey that they can distribute to school personnel as needed.

**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 Input Survey. Schools may wish to send out a Skylert and post the link to the parent survey on school websites. School administrators will receive a link to the parent survey that they can distribute to parents as needed.

School administrators may preview the surveys by using the links below. We would ask that school administrators verify that all of the licensed classroom teachers and licensed support staff show up in the survey for your school. If the survey is missing a licensed educator, please email Ben Jameson at ben.jameson@jordandistrict.org as soon as possible with the educator’s full name and position description (licensed classroom teacher or licensed support staff). **Once the survey goes live, we will not be able to make any changes to the survey.**

**Student Surveys:**

<https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_9vlEt5ySWrfS2jk>

**Parent Survey:**

<https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_cCjRHbpUfQqcgm2>

**Faculty Survey:**

<https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_eRlNQk8FsnOwVq5>

Please direct any questions or concerns regarding the Stakeholder Input Survey to Ben Jameson in Evaluation, Research & Accountability.