

Intradistrict Communication

DATE: Thursday, September 23, 2021

TO: All School Administrators
All Administrative Assistants

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

SUBJECT: 2021-22 Stakeholder Input Survey – Preparation and Administration Details

The 2021-22 Stakeholder Input Survey will be administered to parents, all school faculty and staff, and students in grades K-12 beginning Monday, November 1, 2021, and ending Friday, November 19, 2021. All parents, licensed educators, education support professionals and students should be invited and encouraged to participate in the survey.

The Stakeholder Input Survey is used as part of licensed educators' annual evaluation, including this year's JPAS Lite. Survey respondents have the opportunity to take part of the survey for school principals, assistant principals, classroom teachers and licensed support staff (i.e., instructional coaches, counselors, school psychologists, speech language pathologists, library media coordinators, cluster leaders, etc.). Thus, we need to ensure that the survey contains an accurate list of each school's licensed educators for whom respondents can take the survey.

Principals and administrative assistants will receive staff verification lists via a shared Google Sheet from Ben Jameson that contains a list of licensed educators currently in Skyward. Administrative assistants, under the supervision of the principal or administrative designee, will verify the accuracy of that list, adding or deleting licensed educators as necessary. Staff verification lists will be sent to all schools by **Thursday, September 30, 2021**. Staff verification lists need to be verified and sent back to Ben Jameson by **Friday, October 8, 2021**. This will allow enough time to upload the staff lists into the survey. Once the survey begins, we will be unable to add or delete any staff.

The staff verification list should contain ALL *licensed* educators:

- Principal
- Assistant principals
- Counselors
- Teachers
- School psychologists
- Speech language pathologists
- Library media specialists/coordinators
- Cluster leaders
- Instructional, technology, literacy, Title I or any other *licensed* academic coaches (non-licensed or athletic coaches need not be included unless they fill one of the above listed roles)
- Any other *licensed and certified* educators at your school

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