

Intradistrict Communication

DATE: Thursday, October 19, 2023

TO: Middle School Administrators
High School Administrators

FROM: Carolyn Gough, Administrator of Teaching & Learning
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: 2023-24 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 Wednesday, November 1, 2023, and closes Tuesday, November 21, 2023. Administrative assistants were asked in the September 21st [JAM memo](#) to verify a list of licensed educators at their school location. Those verified and updated lists have now been added to the Stakeholder Input Survey. *If schools have hired licensed faculty since September 21, 2023, please contact Evaluation, Research & Accountability as soon as possible so that we can update your school's surveys before the survey window opens.* We will not be able to update the surveys once they go live.

To prepare for, and administer, the 2023-24 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. Evaluation, Research & Accountability sent the links to the student surveys directly to your school techs on Monday, October 16th.
- 2) Schedule dates and times within the survey window for students in grades 7-12 to take the survey under supervision in the computer lab(s) at your school or on classroom Chromebooks/iPads. 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. The script should be read to students prior to taking the survey.

Faculty/Staff Survey

After the survey window opens, individual licensed faculty and education support professionals will receive an email from Evaluation, Research & Accountability 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 invitation email with 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 Evaluation, Research & Accountability 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 the invitation email with a link to the parent survey that they can

distribute to parents as needed.

Survey Administration Materials:

The following survey administration materials may be found in this [Google folder](#):

- Survey administration instructions
- Invitation letter for school personnel
- Invitation letter for parents (English and Spanish)
- Parent opt out form
- Teacher script for the student survey
- Question items for each of the surveys

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_9WWEPBVEVcAgzex8

Parent Survey:

https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_3F7BNCLHGPPuC0g6

Faculty Survey:

https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_9zU1J1v2Q9CRa5M

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