

# Intradistrict Communication

DATE: Thursday, October 17, 2024

TO: Elementary School Administrators

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

SUBJECT: 2024-25 Stakeholder Input Survey Preview and Administration Materials

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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 Friday, November 1, 2024, and closes Tuesday, November 26, 2024. Administrative assistants were asked in the September 19<sup>th</sup> [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 19, 2024, please contact Assessment, 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 2024-25 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) There are two student surveys, one for students in grades K-3 and one for students in grades 4-6. Before students take the survey, a link to both of the student surveys needs to be placed on the computers in your computer lab(s) and/or Chromebooks. Assessment, Research & Accountability sent the links to the student surveys directly to your school techs on Monday, October 14<sup>th</sup>.
- 2) Parents opted into their students taking the stakeholder input as part of the registration and enrollment procedure. Each school will need to pull a data mining report from Skyward that contains a list of students who have been opted out of the student stakeholder input survey by their parents and ensure the survey proctors are aware of which students should not be taking the survey. Administrative assistants were trained on pulling this report in their last user meeting; however, questions about pulling this data mining report may be directed to Information Systems.
- 3) Schedule dates and times within the survey window for students in grades K-6 to take the survey under supervision in the computer lab(s) at your school or on classroom Chromebooks. The surveys are short and should take 10-15 minutes to complete.
- 4) Distribute scripts to teachers or school personnel who will administer the survey to students. Please note: Teachers in the younger grades, especially in kindergarten and first grade, should anticipate reading the survey question items to students. Survey administration time for younger students will likely take longer.

## Faculty/Staff Survey

After the survey window opens, individual licensed faculty and education support professionals will receive an email from Assessment, 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 Assessment, Research & Accountability with a link inviting them to participate in the Stakeholder Input Survey. Schools may wish to send out a message via Parent Square 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](mailto: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:**

K-3: [https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV\\_eJtT2zRQxzTKZf0](https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_eJtT2zRQxzTKZf0)

4-6: [https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV\\_2rAI6XVtCQkxWse](https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_2rAI6XVtCQkxWse)

### **Parent Survey:**

[https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV\\_5tKztN8Aqf6DrpQ](https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_5tKztN8Aqf6DrpQ)

### **Faculty Survey:**

[https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV\\_8GkAkJsue6WvgbA](https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_8GkAkJsue6WvgbA)

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