

Intradistrict Communication

DATE: Thursday, October 16, 2025

TO: Elementary School Administrators

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

SUBJECT: 2025-26 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 3, 2025, and closes Tuesday, November 25, 2025. Administrative assistants were asked to verify a list of licensed educators at their school location, which was due on Friday, October 10th. Those verified and updated lists have now been added to the Stakeholder Input Survey. *If schools have hired licensed faculty since October 10, 2025, 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 2025-26 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 to Information Systems on Friday, October 10th.
- 2) Parents opted into their students taking the stakeholder input survey as part of the registration and enrollment procedure. To take the survey, students will enter their Skyward number. If parents have opted them into taking the survey, the system will display the first question. If parents have opted them out of the survey, they will be unable to continue further.
- 3) Schedule dates and times within the survey window for students in grades K-6 to take the survey under supervision. 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

On Monday, November 3rd, 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. The email will be sent directly to school employees through the survey system, Qualtrics. 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

On Wednesday, November 5th, 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 with the link to the survey and/or post the link to the parent survey on school websites to increase parent response rates. 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 (OPTIONAL: To be used as needed since parents have already had a chance to opt their child out during fall registration)
- 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:

K-3: https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_eJxhRIdeAZesV0O

4-6: https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_eRRCDi7MH5yAxN4

Parent Survey:

https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_5cI4dCaYCGN5MaO

Faculty Survey:

https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_bmbnqlpDETek7TU

Please direct any questions or concerns regarding the stakeholder input survey to Ben Jameson in Assessment, Research & Accountability.