**2021-22 Stakeholder Input Survey Administration Instructions**

**Introduction**

[53G-11-507](https://le.utah.gov/xcode/Title53G/Chapter11/53G-11-S507.html) directs school districts to develop and administer a stakeholder input survey to gather stakeholder input regarding the learning environment and academic support in schools and individual classrooms. The 2021-22 Stakeholder Input Survey is administered to K-12 students, parents, teachers, support staff, and administrators. This survey is administered annually. The 2021-22 survey window begins on Monday, November 1st and will close on Friday, November 19th. The survey will be administered online via Qualtrics.

**Surveys**

There is one faculty survey (for *all* licensed educators, education support professionals, and school administrators). There are two parent surveys:

1. Elementary parent survey
2. Secondary parent survey

There are three student surveys:

1. Kindergarten – 3rd grade
2. 4th grade – 6th grade
3. 7th grade – post high school

**Survey Administration**

Faculty and Parent Surveys: An invitation email with the link to the survey will be sent out to parents and faculty members of each school. Faculty members will receive their invitation email on Monday, November 1st. Parents will receive their invitation email on Wednesday, November 3rd. Reminder emails will be sent to non-respondents on Monday, November 8th and again on Monday, November 15th. Schools may also send out Skylerts with the survey links and post the links on school websites. Parent and faculty survey links will be sent to school administrators via JAM on Thursday, October 28th.

Student Surveys: Anonymous links for all three student surveys will be sent to school administrators via JAM on Thursday, October 28th. Every student must be given the opportunity to take the survey during school hours. Advisory or homeroom periods are a great time to administer the survey. A script will be provided for all three surveys. Please note: Teachers of grades K-3 students will be asked to read each question item to students to help them comprehend the survey questions.

**Survey Time**

The estimated times for respondents to take the surveys are listed below:

|  |  |  |
| --- | --- | --- |
| **Survey:** | **# of Question Items:** | **Estimated Time:** |
| Faculty Survey | 50 | 9-12 minutes |
| Parent Elementary School Survey | 52 | 10-15 minutes |
| Parent Secondary School Survey | 55 | 10-15 minutes |
| K-3 Student Survey | 22 | 10-15 minutes |
| 4-6 Student Survey | 34 | 10-15 minutes |
| 7-Post High School Student Survey | 59 | 10-15 minutes |

**Preparation / Accommodations**

When conducting the survey in a school setting, survey administrators should assure that the following steps are taken:

* Settings are conducive to ensure participants’ confidentiality.
* Individual Education Plan (IEP) and 504 accommodations are available as required by law.
	+ Examples of accommodations include the use of an English-language translator for directions only, use of assistive technology, setting/scheduling modifications, survey moderator options, or any other accommodation as required.
* Students, or other participants, may opt out of the survey.
* Appropriate staff has been notified and made available in the main office for debriefing with students as needed (e.g., school counselors, school psychologists, or other qualified support staff).

**Classroom Survey Administration Script (Grades K-3):**

SCRIPT TO BE READ by teacher prior to administration of survey:

**Administration Procedures:** Read the survey question items aloud with 3- to 5-second pauses between items depending on the reading levels within the class. Kindergarten students may need help selecting their school, teacher and grade. If possible, it is recommended that the kindergarten aide be present to assist the kindergarten teacher administer the survey.

**Script:** “We want to know what YOU think about your school. This survey will give your school important information it can use to improve your education. No one at this school will see your individual answers. This is not a test and there are no wrong answers. Your answers will be used to help me and the school serve you and other students better.

“I will be reading each question for you.

“If you are not sure what a question means or if you need a bit more time to answer, be sure to let me know.

“Let’s begin with the first question. What school do you attend? Click the first gray rectangle and find the name of our school. Our school’s name is <School Name>.

“Now click the second gray rectangle and find my name. My name is <Teacher Name>.

“The next question asks what grade you are in. Click the <first, second, third, fourth> rectangle that says <Grade Level>.

“With my principal, I feel: Happy, OK, Not Happy – Please click the face that best shows how you feel when you are with our principal.

“Next question. With my assistant principal, I feel: Happy, OK, Not Happy.

“At the playground, I feel: Happy, OK, Not Happy.

“At the library, I feel: Happy, OK, Not Happy.

“In the lunch room, I feel: Happy, OK, Not Happy.

“Now click the blue ‘Next’ button.

“Other children at school are nice to me: Yes, Sometimes, No.

“I have friends at school who play with me: Yes, Sometimes, No.

“The adults at my school are nice to me: Yes, Sometimes, No.

“Now click the blue ‘Next’ button.

“I know where to go if I get lost: Yes, Maybe No.

“I know who I can talk to if I need help: Yes, Maybe No.

“Now click the blue ‘Next’ button.

“I know the class rules about being safe: Yes, Maybe No.

“I know what to do if I get hurt in my class: Yes, Maybe No.

Now click the blue ‘Next’ button.

“When I am around my teacher, I feel: Happy, OK, Not Happy.

“When I am learning something new, I feel: Happy, OK, Not Happy.

“When I am practicing what I learn, I feel: Happy, OK, Not Happy.

“I know that my teacher will always help me when I need it: Happy, OK, Not Happy.

“I know my teacher likes me: Happy, OK, Not Happy.

“Now click the blue ‘Done’ button. We are all done! Thank you!”

**Classroom Survey Administration Script (Grades 4-6)**

**Script:** “We want to know what YOU think about your school. This survey will give your school important information it can use to improve your education. Your responses will be confidential: no one at this school will see your individual answers. This is not a test and there are no wrong answers. Your answers will be used to help me and the school serve you and other students better.

 “If you have any questions about the questions in the survey, please raise your hand and I will come help you.

“When you have completed the survey, click on the ‘Done’ button at the bottom of the final page. Thank you for your time and opinions.”

**Classroom Survey Administration Script (Grades 7-12)**

“Today we will be taking a short, but important, survey about your experience at school. This survey will give your school important information it can use to improve your education. The information you provide in this survey will remain confidential. Meaning, your answers cannot be linked back to you. Your complete honesty will help the school be a safe and welcoming place to be.

“If you need help understanding words, or questions, please let me know.

“Thank you for your time and opinions.”