

Intradistrict Communication

DATE: Thursday, January 31, 2019

TO: All Principals

FROM: Dr. Anthony Godfrey, Associate Superintendent
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: 2019 UEPC School Climate Survey – Preparation and Administration
Details

The 2018-19 school climate surveys, created in cooperation with the Utah Education Policy Center (UEPC), are to be administered online between February 4, 2019 and March 15, 2019. This survey window includes all schools' Spring Parent-Teacher Conference dates. All parents, teachers, and students (second grade and higher) are to be invited and encouraged to participate. Specific school survey dates must be scheduled and conducted between February 4, 2019 and March 15, 2019.

Schools	Parent/Teacher Conf. Date(s)	School Climate Survey Window Dates
YR Elementary Schools (Tracks A & B)	Feb. 4-8, 2019	Feb. 4 to Mar. 15, 2019
Traditional Elementary Schools	Mar. 6-7, 2019	
YR Elementary Schools (Tracks C & D)	Mar. 11-15, 2019	
Middle Schools	Feb. 12-13, 2019	
High Schools	Feb. 27, 2019	

To prepare for, and conduct, the 2019 UEPC School Climate Student, Faculty/Staff, and Parent surveys, please make sure the following indicated activities are completed for each of the school climate surveys:

Student Survey

- 1) Before the first day of your survey window, a link to the student survey needs to be placed on the computers in your computer lab(s). The link will be sent out in the near future.
- 2) Schedule dates and times within the survey window for students to take the survey under supervision in the computer lab(s) at your school. The surveys are short, consisting of about 25 questions and should take 5-10 minutes to complete. To help guard against possible misuse of survey access, have all students complete the survey at the school as soon as possible after the window opens.

Faculty/Staff Survey

- 1) A link to the faculty/staff survey will be sent out in the future. On the first day of the survey window, email this link to licensed faculty and classified staff requesting that they take the survey as soon as possible. You may need to send out several reminders throughout the survey window. Please remember that there are specific questions only for licensed faculty members as well as questions directed specifically at classified staff. We want input from both groups. You may want to provide time during a faculty meeting for faculty and staff to take the survey.

Parent Survey

- 1) On the first day of the survey window, forward a note, similar to the one provided below, to parents letting them know of the survey. Invite and encourage parents to participate in the survey sometime within the survey window. You will need to send out several reminders throughout the survey window. Our goal is to get 20% of our parents to respond to the survey.
- 2) Make computers available for parents to take the survey at parent-teacher conferences and encourage parents to participate.

SAMPLE SCHOOL NOTE REGARDING SCHOOL CLIMATE SURVEYS:

Dear Parents and Guardians,

Beginning February 4, 2019, and continuing through March 15, 2019, our school will be administering school climate surveys. All parents/guardians and students second grade and higher are being invited to participate.

The purpose of this survey is to gather input about school climate and the effectiveness of the teachers and administrators at our school. Responses are anonymous and no personal information will be collected. Reports will be made available for teachers and administrators to use in their school improvement efforts. The survey is short, taking less than 10 minutes to complete.

During the survey window, there will be computers available at our school's parent teacher conferences coming up on [*place parent teacher conference date(s) here*] if you would like to complete the survey at that time. The survey will be available in both English and Spanish.

Students will take surveys during school time. The first page of the survey allows the respondent to opt out of the survey by clicking "I do not wish to take the survey." If you do not want your child to take the survey, your child may opt out at the time of administration.

Thank you in advance for your participation.

Sincerely,

[*Principal's Name*]