General information

This document is to help you plan for the administration of teacher and student surveys. Both will be administered online. In order to get results to schools by June and to accommodate testing schedules, your school will need to complete its surveys within the administration windows described below.

The administration windows for the 2011 teacher and student surveys are:

<table>
<thead>
<tr>
<th>Survey</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Student survey</td>
<td>February 28</td>
<td>March 14</td>
</tr>
<tr>
<td>Elementary Student survey: grades 6-8</td>
<td>March 21</td>
<td>April 8</td>
</tr>
<tr>
<td>Teacher survey</td>
<td>March 14</td>
<td>April 8</td>
</tr>
</tbody>
</table>

For multitrack schools (Tracks A, B, C, and D): You will have from February 28th-April 1st to complete the survey. Here are the days that students will be in school during this timeframe:

<table>
<thead>
<tr>
<th>Track</th>
<th>Students are in school</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>February 28th – March 1st; March 24th – April 8th</td>
</tr>
<tr>
<td>B</td>
<td>February 28th – March 22nd (out March 2nd &amp; 7th)</td>
</tr>
<tr>
<td>C</td>
<td>February 28th – April 8th (out March 2nd &amp; 7th)</td>
</tr>
<tr>
<td>D</td>
<td>March 1st – April 8th (out March 2nd &amp; 7th)</td>
</tr>
</tbody>
</table>

To complete the Student Survey, students will go to: cps-students.nisurvey.com

To complete the Teacher Survey, teachers will go to: cps-teachers.nisurvey.com

If you have any questions or concerns, please call the CCSR Survey Office at 773-834-3629.
Online surveys

In an effort to provide data more quickly to schools, all students and teachers will have access to web-based versions of the survey this year. This change will allow us to provide you with access to your survey results in June, rather than waiting for months as in the past. However, we need your help to ensure adequate participation. In fact, if fewer than 50% of your students respond, you will not receive a student survey report; similarly, if fewer than 50% of your teachers respond you will not receive a teacher report.

Materials

Although the survey is completely online, there are still some materials to pass out to students and teachers. Your principal will receive a box containing the following materials on or around February 17th:

- Parent notification letters. These should be sent home with students to students in 6th-12th grades as soon as possible.
- Information letters to teachers. These can be distributed right away.
- Teacher survey invitation letters in envelopes. These invitations will come to your school packed in a large envelope with a bright orange sticker. These should be distributed to individual teachers on March 14th. Note that the teacher survey does not go live until March 14th.

Who should take the survey?

Student survey

All students in 6th-12th grades should have the opportunity to complete the survey. Students from other grades will not be able to log into the survey. Students with disabilities should be provided with necessary accommodations, such as having the survey read aloud, or being provided with extra time as needed. The student survey is available in English and Spanish.

Teacher survey

Anyone whose primary responsibility involves teaching students during the school day for the majority of the school year should have the opportunity to participate. This does not include the following:

- teacher aides;
- substitute teachers;
- tutors;
- instructional coaches (who do not otherwise teach); and
- student teachers.

How to administer the Student Survey

Before survey administration

Parents will receive information about the survey via the letter to be sent home with students and a spotlight on the CPS website. School staff can also direct parents to the information (including the survey itself) posted at http://research.cps.k12.il.us. Parents may call the school to request that their children not participate. Please

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keep a list of these students and notify their teachers. Please also send us a list of these students (with SIDs) via email at ccsr-survey@uchicago.edu. If these students do participate, we will remove their data.

Because the student survey will be administered online, you might do either of the following to facilitate administration:

- Use a laptop cart to do whole-class survey administration, one classroom at a time.
- Schedule whole-class blocks of time in a computer lab:
  - Have students bring independent reading material or other work to do when they complete the survey.
  - Have students rotate through the computer lab, checking off their names on a list as they complete the survey.

Some other considerations for the student survey include:

- Create a link or bookmark to the survey that is readily accessible on a classroom computer.
- Consider using text-to-speech or other differentiation supports for students who may have difficulty reading the survey independently.

Because each school may have a different procedure for facilitating student response, we have included a list of Frequently Asked Questions. If the FAQs are insufficient, please call our survey office at 773-834-3629.

**Logging in**

To complete the survey, students should take the following steps:

2. Select the language in which the student would like to take the survey (English or Spanish).
3. Enter the Student ID (8 digits) and birthdate. Birthdates must be entered in the MMDDYY format. For example, May 3, 1995 should be entered as 050395.
4. Click ‘Submit’.
5. Complete the survey.
6. Click ‘Submit survey’.

In order to assist students with their student IDs, have survey administrators ready with student rosters that contain student identification numbers. Rosters can be pulled off of IMPACT/SIM by going to the “Admin” section and clicking on the “Reports” and on “CPS-Student Alpha list”. You may also use the “All Students” quick search from the SIM Home Page. This will list all students in the school, with the option to sort alphabetically. The list can then be printed or saved as a soft copy. To print reports for classrooms by teacher you can use either the Class roster report for high schools or the Homeroom roster report for elementary schools on the Reports page.

If students are not in the system yet, they can log in provisionally. Click the “I can’t log in” button and follow the instructions.

Individual student level data will only be used for research purposes and will not be reported to schools. School and Area reports will only contain aggregated results for subgroups with greater than 10 students.
Taking the Student Survey

Surveys should be completed in one sitting. However, if a student doesn’t complete the survey and then logs in again, all data from their first sitting will be displayed. The survey will begin after the last question that was responded to.

Students may submit partially-completed surveys and are free to skip any questions they do not wish to answer.

Student Survey versions

There are different versions of the student survey for students in 6th-8th grades, 9th-11th grades and 12th grades. When a student logs in, the appropriate survey will be presented to the student. If a student logs in provisionally, the adult in the room who is helping to administer the survey will have to select the appropriate survey.

All students will be asked questions about their English language arts, science, and math classes. In addition, the survey will ask specific questions about one of the following three classes: reading, science, and math. The survey program will randomly select this class.

Other Student Survey Administration Details

Administration of this survey must occur within the survey window, during school hours. Please plan accordingly in order to ensure that all students are able to respond. Some ideas for making sure all students in 6th-12th grade take the survey include:

- Combine the administration of the survey with a civics lesson. This lesson could discuss how people can have their voice heard, and how surveys play a role in decision making within organizations. (A great idea from a CPS teacher.)

- Open your computer lab for students to take the surveys during school time and/or during events at which students will be present throughout the open period.

- Establish days and times throughout the administration window when students will be able to use the computer lab (be sure to publicize these dates and times to teachers).

- Let teachers know how important it is to have students complete these surveys and to allow time within the survey window to allow access to the survey.

If you have any questions or concerns, please call the CCSR Survey Office at 773-834-3629.
How to administer the Teacher Survey

Prior to administration of the teacher survey

Please take the following steps prior to March 14:

1. Notify the principal and teachers of the upcoming survey.
2. Make a plan for administration:
   a. You will get the best response rate by administering the teacher survey during a teacher meeting. Talk to your principal about the best day to do this. Some schools find it easiest to do this during PD day (April 1).
   b. If teachers at your school complete the survey during this teacher meeting, plan on finding a space for all teachers to complete the survey online. This could be a computer lab, for example. You may also want to reserve a number of laptops to pass out to teachers.

As noted above, a box of materials will be sent to each principal. This box will include a large envelope with a bright orange sticker labeled “Teacher survey invitation letters”. Invitations for teachers are contained in this large envelope. Each letter will contain the URL for the teacher survey as well as the PIN and password needed to log in. Most teachers in non-charters schools should also receive emails with this information on March 15.

Logging in

To complete the survey, teachers should go to cps-teachers.nisurvey.com and log in using the PIN and password information contained in the teacher invitation letters. Contact our survey office at 773-834-3629 if a teacher cannot find her ID and password.

If teachers have any difficulty understanding any of the questions, please do not interpret the question for them.

If you have any questions or concerns, please call the CCSR Survey Office at 773-834-3629.