2012 My Voice, My School Student and Teacher Survey: Instruction Manual for Elementary School Coordinators

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 as soon as possible and to accommodate testing schedules, your school will need to complete its surveys within the administration windows described below.

As a coordinator, we will ask you to do the following:
- Distribute parent letters
- Facilitate student administration
- Facilitate teacher administration
- Monitor response rates

**Important dates** for the 2012 My Voice, My School Student and Teacher Surveys are:

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To complete the Student Survey, students will go to: [survey.5-essentials.org/CPS-elementary](survey.5-essentials.org/CPS-elementary)

To complete the Teacher Survey, teachers will go to: [survey.5-essentials.org/CPS-teacher](survey.5-essentials.org/CPS-teacher)

In an effort to provide data more quickly to schools, the survey will be administered online in a web survey. 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.

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\(^1\) For the purpose of survey administration, students who are in combo schools—even those in grades 6-8—will generally be classified as HIGH SCHOOL students with the exceptions of CICS-Longwood and Chicago Virtual Charter School, which will be treated as elementary schools.

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

Although the survey is completely online, paper parent notification letters must be passed out to students. You will receive a box of parent notification letters in early February. Parent letters should be passed out to students immediately and no later than **March 9. If you have not received parent letters by February 29**, please call Sara Kempner at 773-553-5465.

2. **Facilitate student administration**

All students including students with disabilities and those students who are English language learners in 6\(^{th}\)-12\(^{th}\) grades should have the opportunity to complete the survey. The student survey is available in English and Spanish. 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.

**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. Parents may call the school to request that their children not participate. Please 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.

**Taking the Student Survey**

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

1. Go to [survey.5-essentials.org/CPS-elementary](http://survey.5-essentials.org/CPS-elementary).

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 date of birth.

4. Click ‘Login’.

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 using the following steps:

1. Go to the “Admin” section and click on “Reports”

2. Under “Student List Reports” click 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 you have any questions or concerns, please call the CCSR Survey Office at 773-834-3629.
If students are in IMPACT but are still not able to log into the survey, they can still log in provisionally. Underneath the login button, students can follow a link to take the provisional survey. Students will be asked to enter their SID, date of birth, gender, grade, school, when they started going to the school, and why they couldn’t log in. All of this information will be used after survey administration to try to link up provisional logins to updated lists of students.

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 are free to skip any questions they do not wish to answer. Students who have finished the survey and click the “submit” button at the end will NOT be able to log in again. But students who only finish part of the survey can log in again later and pick up where they left off.

**Student Survey versions**
There are different versions of the student survey for students in 6th-8th grades, 9th-11th grades and 12th grade. When a student logs in, the appropriate survey will be presented to the student. If a student logs in provisionally, the appropriate survey with be presented to the student after he or she enters the correct grade level.

**Students with Disabilities**
Most (almost all students with disabilities) should be given the opportunity to respond to the questions in this survey. While some questions may need to be interpreted to better satisfy a particular student’s learning environment, all students with disabilities should be accessing the same curriculum as their nondisabled counterparts. Students with disabilities should be provided with necessary accommodations, such as having the survey read aloud, or provided with extra time as needed. Those individuals who are administering the survey should pay close attention to the students’ IEPs, specifically the accommodations and modifications section and the testing section, for information about how to best administer the survey to any particular student. If schools have particular questions related to the survey, they should reach out to their Specialized Services Administrator (SSA) for clarification and further assistance. The SSA will work in conjunction with the OSES Manager of Access and Opportunities (Kylie Klein: kklein@cps.k12.il.us) to obtain as many student responses as possible.

**Suggestions for facilitating student administration**
Administration of this survey **must occur within the survey window, during school hours.** Here are some suggestions to ensure that all students are able to respond.

Promote the Survey
- 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.)
- Make sure teachers know how important it is to have students complete the survey.

Ensure Access to Computers

*If you have any questions or concerns, please call the CCSR Survey Office at 773-834-3629.*
• Establish days and times throughout the administration window when students will be able to use the computer lab to take the survey (be sure to publicize these dates and times to teachers).
• Schedule whole-class blocks of time in a computer lab:
  o Have students bring independent reading material or other work to do when they complete the survey.
  o Have students rotate through the computer lab, checking off their names on a list as they complete the survey.
• Create a link or bookmark to the survey that is readily accessible on a classroom computer.
• Use a laptop cart to do whole-class survey administration, one classroom at a time.
• Consider using text-to-speech or other differentiation supports for students who may have difficulty reading the survey independently.

3. Facilitate teacher administration
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:
• teacher aides
• substitute teachers
• tutors
• instructional coaches (who do not otherwise teach)
• student teachers

Please take the following steps prior to February 20:
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.
   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.

Logging in
Teachers will be sent login information via their school email address on February 20. To complete the survey, teachers should go to survey.5-essentials.org/CPS-teacher and log in using their school email address and the passcode sent to them via email.

If a teacher cannot log in, he or she will have the opportunity to request a new passcode. The teacher should enter their CPS email address to have a new passcode sent to him or her. For charter schools, teachers should enter their charter school email address. An email will be sent to the teacher immediately with the new passcode. If an email is not sent, that means the teacher’s email address is not in the system.

In that case, teachers should log in using our provisional login process.

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Teachers are free to skip any questions they do not wish to answer. Teachers who have finished the survey and click the “submit” button at the end will NOT be able to log in again. But teachers who only finish part of the survey can log in again later and pick up where they left off.

4. Monitoring response rates

Student response rates
We will be implementing a new system that allows coordinators to see which students have responded to the student survey. Although we cannot display student names, the student ID, date of birth, grade, gender, and special education status will be displayed. We will display whether the individual has not responded, started the survey but not completed it, or submitted their responses.

To view this list, go to survey.5-essentials.org/CPS-elementary/home and click on Roster management. You can sort by student ID, date of birth, grade, and whether they started or submitted the survey.

Teacher response rates
We will display only the response rate for your school. In order to maintain teacher confidentiality, we cannot display any identifying information about the teachers and whether or not they have participated in the survey. We will send reminder emails to individual teachers who have not responded.

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