



## NYC SCHOOL SURVEY – CHEAT SHEET FOR SURVEY COORDINATORS

### KEY SCHOOL SURVEY INFORMATION

- The survey helps school leaders understand what key members of the school community say about the learning environment at the school.
- Teachers, parents, and students in grades 6-12 will participate beginning February 24<sup>th</sup> through April 23<sup>rd</sup>.
- **Parent surveys** will arrive at schools in line with parent teacher conference dates in February and March BUT schools that serve any students in high school will receive parent surveys in time for March conferences.
- **Student surveys and postcards** will arrive in schools throughout March. **Teacher postcards** will arrive in schools in early March.
- Weekly Survey Coordinator emails will have detailed information for your school about arrival methods and dates.

### WHAT'S NEW THIS YEAR?

- This year, ALL TEACHERS will take the School Survey online. No paper surveys will be available to any teachers. Teachers will receive postcards with anonymous login information and instructions to take the survey online.
- The survey population at each school for 2010 was set in October and December of 2009. Survey materials will be provided for constituents that were listed in ATS or Human Resources data at that point. As the survey progresses, your school population will change. Constituent files can be updated in ATS or HR teacher files and removed from your school's survey population if they are no longer part of your school's community.

### WHAT IS THE JOB OF THE SURVEY COORDINATOR?

- Assure survey materials are received at the school and distribute survey materials to parents, students, teachers, paraprofessionals, and parent coordinators.
- Receive and display posters.
- Troubleshoot problems as they arise.

## **BOOST RESPONSE RATES**

### **❖ COMMUNICATE!**

- Draft a letter for your principal to send to parents.
- Let your parents know that the green envelopes are coming.
- Devise incentives for students and parents to complete surveys
  - ✓ First classroom to 100% completion gets a pizza party
  - ✓ First classroom to 100% completion gets free entry to a dance or event
  - ✓ Parent completion slips can be entered in a school raffle for student prizes.
  - ✓ First grade of teachers to 100% completion gets a coffee/donuts staff meeting
- Help your school remember the deadline (April 23<sup>rd</sup>)
- Help your school remember the website: [www.nycschoolssurvey.org](http://www.nycschoolssurvey.org)

### **❖ HOST!**

- **Capitalize on pre-planned events that parents attend.**
  - ✓ Parent-Teacher conferences, PTA meetings
  - ✓ basketball games, school concerts, awards night
- **Get parents online by making school computers available during school events.**
  - ✓ Plan nights where parents can come in and fill out the survey online in a computer lab.
  - ✓ Remind parents that all libraries will be open and ready to get them online.
- **Encourage parent-to-parent appeals.** Schools last year that had high parent response rates on the survey found ways to get parents to reach out to other parents.

## **KEY RESOURCES FOR SURVEY COORDINATORS**

**Your school community will come to you with questions. Where can you go to get answers?**

- Review your weekly **Survey Coordinators emails** VERY CLOSELY. They have 99% of the information you need.
- Get information about survey delivery and ask questions about survey plans for your school  
→ [surveys@schools.nyc.gov](mailto:surveys@schools.nyc.gov)
- Direct a parent to help in many languages → **311**
- Take the survey online → [www.nycschoolssurvey.org](http://www.nycschoolssurvey.org)
- View and compare survey results on Survey Quest →  
<http://schools.nyc.gov/Accountability/SchoolReports/Surveys/SurveyQuest>