

2016 NYC SCHOOL SURVEY – QUICK REFERENCE GUIDE FOR SURVEY COORDINATORS

KEY NYC SCHOOL SURVEY INFORMATION

The survey helps school communities understand what teachers, parents, and students in grades 6-12 say about the learning environment at each school. All teacher, parent, and student surveys must be submitted by mail or completed online by **April 1, 2016**.

- Your school's parent surveys will arrive during the week of _____.
- Student survey materials will arrive **during the weeks of February 22 and February 29**.
- Your school's teacher survey postcards will arrive in schools **during the week of February 22**.
- Materials for paraprofessionals and parent coordinators will be sent to each survey coordinator by email **during the week of February 22**.

WHAT IS THE JOB OF THE SURVEY COORDINATOR?

Be sure to read your weekly "NYC School Survey update" emails - they have detailed information about arrival methods and dates for your school. Email surveys@schools.nyc.gov with questions.

- Let your principal and school staff know when surveys are arriving and when they are due.
- Assure that survey materials are received by your school.
- Distribute survey materials.
- Guide your school in conducting the survey process ethically. Be vigilant of any school communications or actions that might interfere with the confidentiality or honesty of survey participation.
- Remind teachers to complete their surveys online by **April 1, 2016**.
- Send in completed parent and student surveys by **April 1, 2016**.

HOW IS SURVEY ELIGIBILITY DETERMINED?

The survey population was set in the fall of 2015. Survey materials are only provided for constituents that were listed in ATS or Human Resources data at those points. As the survey progresses, your school population will change. Constituents can be updated in ATS or HR teacher files and removed automatically from your school's survey population if they are no longer part of your school's community. NYCEEC pre-K programs should notify their contracting agency (ACS or DECE Field Office) of any population updates. 4410 pre-K programs should email 4410Oversight@schools.nyc.gov with any population updates.

Parents should complete one survey per school. Siblings and households are determined in accordance with household information in ATS, and response rates are adjusted when the survey closes in accordance with matching student address information in ATS.

BOOST RESPONSE RATES

❖ COMMUNICATE!

- Draft a letter for your principal to send to parents.
- Devise simple incentives for students and parents to complete surveys (First classroom to 100% completion gets free entry to a school event, a one-day pass “jeans pass” for schools with uniforms, or a one day homework pass).
- Help your school remember the survey deadline—April 1!
- Help your school remember the website: 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 for parents to 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.
- Show that survey feedback has changed or will change the school.
 - ✓ Acknowledge survey feedback from prior years.
 - ✓ Highlight positive feedback and areas for improvement.
 - ✓ Share changes that have been made at the school as a result of survey responses.

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 99.9% of the information you need.
- Get information about survey delivery and ask questions about survey plans for your school by email at surveys@schools.nyc.gov.
- Review the [Survey Code of Ethics](#) and other materials on for guidance on ethical survey administration, available at www.nycschoolssurvey.org.
- Direct parents and teachers to the survey hotline if they have lost their survey materials and need a new password at **1-800-690-8603**
- Take the survey online and get more information at www.nycschoolssurvey.org.