

2018 NYC School Survey Quick Reference Guide for Survey Coordinators

KEY NYC SCHOOL SURVEY INFORMATION

The survey helps school communities understand what teachers, parents/guardians, and students in grades 6-12 say about the learning environment at each school. All teacher, parent/guardian, and student surveys must be submitted by mail or completed online by **March 23, 2018**.

Parent/Guardian Survey Materials

- Parent/guardian surveys will arrive during the weeks of February 5 and February 26.

Student Survey Materials

- Student survey materials will arrive during the weeks of February 5 and February 26.

Teacher Survey Materials

- Teacher survey postcards will arrive during the week of February 5.

Note: Schools that are scheduled to receive paper survey materials the week of February 26 will receive an email about the option to administer the survey online before materials arrive.

HOW IS ELIGIBILITY DETERMINED?

- The survey population was set in Fall 2017. Survey materials are only provided for individuals that were listed in ATS or Galaxy at that time.
- As the survey progresses, your school population will change. To remove an individual who is no longer a part of your school community from your school's survey population, update student information in ATS and teacher information in Galaxy.
- 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.

WHAT IS THE JOB OF THE SURVEY COORDINATOR?

- Be sure to read your weekly survey coordinator 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 **March 23, 2018**.
- Send in completed parent and student surveys by **March 23, 2018**.

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 for guidance on ethical survey administration, available at nycschoolssurvey.org.
- If a teacher or parent/guardian loses their survey materials, they can retrieve an online survey access code by:
 - Using the code lookup tool on the survey login screen (accessed via nycschoolssurvey.org), or
 - Calling the survey hotline at 1-877-819-2363.
- Refer to the Frequently Asked Questions (FAQ) for policy guidance, and get more information at nycschoolssurvey.org.