

## 2016 NYC STUDENT PERCEPTION SURVEY QUICK REFERENCE GUIDE FOR SURVEY COORDINATORS

### KEY NYC STUDENT PERCEPTION SURVEY INFORMATION

This spring, the New York City Department of Education (DOE) is partnering with Panorama Education to offer the Student Perception Survey, a research-based, anonymous student survey used across the country to provide teachers with students' feedback about their classroom experiences. **The survey is being administered for formative purposes only, and is not being administered as a part of *Advance*, New York City's system for teacher development and evaluation.**

- Student Perception Survey materials will arrive at schools during the week of April 18.
- Student Perception Survey administration begins May 2.
- All surveys must be submitted by FedEx or completed online (depending on the administration method chosen by your school) by **June 17, 2016**.

### HOW IS SURVEY ELIGIBILITY DETERMINED?

#### *Eligible teachers:*

- Teachers of grades 6-12 with at least 10 students present in one or more class periods.
- SETTS, 6:1:1, Push-In, Pull-Out, and AIS teachers if they teach 10 or more eligible students across two class periods.
- For District 75, teachers of students in grades 6-12 who are in a 12:1:1 class and who take standardized assessments.

#### *Eligible students:*

- Students should be taught by the teacher for at least 4 weeks prior to administration.
- For teachers who teach students less than five days per week, an effort should be made to survey students who have had at least 10 class meetings with the teacher.

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

Be sure to read your weekly "NYC Student Perception Survey Update" emails - they have detailed information about arrival methods and dates for your school.

- 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.
- Plan, coordinate, and oversee the administration of the survey.
- 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.
- Send in completed paper surveys to Panorama Education on or before **Friday, June 17, 2016**.

### 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 Coordinator emails VERY CLOSELY. They have 99.9% of the information you need.
- Review the Survey Ethics Reference Guide for guidance on ethical survey administration, available online at [www.StudentPerceptionSurvey.nyc](http://www.StudentPerceptionSurvey.nyc).
- Review the NYC Student Perception Survey's Frequently Asked Questions where you can find answers to general survey and administration questions, available online at [www.StudentPerceptionSurvey.nyc](http://www.StudentPerceptionSurvey.nyc).
- Get information about survey delivery and ask questions about survey plans for your school by email at [StudentPerceptionSurvey@schools.nyc.gov](mailto:StudentPerceptionSurvey@schools.nyc.gov).
- Additional resources are available at [www.StudentPerceptionSurvey.nyc](http://www.StudentPerceptionSurvey.nyc).