



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: 2018-19 College and Career Readiness Survey

NUMBER: REF-068900.0

ISSUER: Oscar Lafarga, Executive Director
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ROUTING
Local District
Administrators
Principals
Other Site Administrators
School Administrative Assistant

PURPOSE: This Reference Guide provides instructions for schools and Local Districts for the administration of the 2018-19 College and Career Readiness Survey. Results from this online survey will inform District practices and services that support students in grades 9 through 12 as they plan for and transition to college and/or career.

INSTRUCTION: I. BACKGROUND

Last spring, the District launched the College Readiness Survey to provide central office and school sites with information about Grade 12 students' experiences planning for, applying to, and enrolling in college. This year, the name of the survey has been changed to the *College and Career Readiness Survey* to reflect the inclusion of career-related survey items as well as the inclusion of all high school students rather than just seniors. The College and Career Readiness Survey asks students in grades 9-12 questions about:

- the types of college- and career-related support they received during their high school years,
- the challenges they faced during the college application and enrollment process,
- the colleges to which they applied and to which they were accepted,
- the types of financial aid they have been awarded, and
- the colleges at which they plan to enroll once they graduate high school.

A District report will be produced from the survey results and shared with school sites. In addition, school-level results will be reported for each participating school and will be accessible to the public via the new College and Career Readiness Survey Dashboard (*available this fall*) as well as via a downloadable Excel data file.



II. SCHOOL RESPONSIBILITIES

Students in grades 9-12 at all traditional high schools, special education schools, continuation schools, and affiliated charter schools should complete this online survey. To ensure that survey results are reflective of student needs and experiences at your school, please take steps to ensure that all eligible students participate in the College and Career Readiness Survey.

- A. Survey Administration:** The administration of the 2018-19 school year College and Career Readiness Survey will take place between **May 1 and June 7, 2019**. Schools must administer the survey to eligible students in grades 9 through 12 *no later than the last day of the survey window* (Friday, June 7, 2019).

Students will access the College and Career Readiness Survey through Naviance, where the survey will be assigned its own Naviance task. When students log into Naviance, they will see the link to the College and Career Readiness Survey on their *Welcome* page.

Students can also access the survey the same way they access the School Experience Survey each fall: via a direct link to SurveyGizmo. To access the survey this way, students go to the *College and Career Readiness Survey* home page (<http://achieve.lausd.net/CCRS>) and click on the link located in the blue box near the top of the page to and login to the survey by:

1. Selecting their school's Local District (e.g., Central, East, South)
2. Entering their 10-digit LAUSD ID.

Most students will need approximately 30 minutes to complete the College and Career Readiness Survey. While schools can choose any time during the school day to administer the survey, at least 45 minutes should be scheduled so that all students have time to login to their school-approved electronic device (e.g., Chromebook, iPad, desktop/laptop computer, cell phone) and complete the survey.

Confidentiality of Survey Data: It should be noted that survey results are confidential and that no identifiable data are ever shared with school sites or third parties. Only LAUSD's Research and Reporting Branch staff (not school site staff) can access the full survey data and must adhere to strict data privacy protocols. Results are only shared in a de-identified format and are publicly reported as summary data only if there is a sample size of at least 11 individuals.

- B. Communication:** Schools need to communicate with school community members to ensure students, staff, and parents know about the survey and



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understand why it is important for students to complete the survey. Be sure staff and students know that the survey must be completed by June 7, 2019.

NOTE: To help schools monitor survey participation rates, weekly updates will be posted online at <http://achieve.lausd.net/ccrs> during the survey window and also shared with Local District Superintendents and administrators each week.

RELATED RESOURCES:

College and Career Readiness Survey website: <http://achieve.lausd.net/CCRS>
Guiding Postsecondary Success for L.A. Unified: <http://achieve.lausd.net/GPS>

ASSISTANCE:

For assistance with survey administration issues or general questions about the survey, call the Research and Reporting Branch at (213) 241-5600 or send an email to SchoolExperienceSurvey@lausd.net.

For questions about college readiness initiatives in the District, contact Carol Alexander (carol.alexander@lausd.net) in the Division of Instruction.