



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: 2018-19 School Experience Survey

NUMBER: REF-5714.7

ISSUER: Oscar Lafarga, Executive Director
Office of Data and Accountability

DATE: October 5, 2018

ROUTING
Local District
Administrators
Principals
Other Site Administrators
School Administrative Assistant

PURPOSE: This Reference Guide provides instructions for schools and Local Districts for the 2018-19 School Experience Survey (SES) administration. The SES is administered to students, parents and staff. It focuses on academics, school climate and student social-emotional learning. Survey administration will take place between **October 29 and December 7, 2018.**

MAJOR CHANGES: This Reference Guide replaces REF-5714.6, dated October 5, 2017. The dates for the survey schedule and delivery of paper surveys are updated to reflect the current school year. The following represent the major changes and action items:

- To reduce the amount of time required to complete SES surveys and to reduce respondent fatigue, the surveys have been revised.
- This year parent surveys include parent engagement items.
- To help schools monitor online survey participation rates, weekly updates will be posted online (<http://achieve.lausd.net/schoolexperiencesurvey>) during the SES window.
- Schools must deliver completed, *paper-based* parent surveys to the Local Testing Centers on **December 3rd, 5th, 6th, or 7th, 2018.** **Please do NOT use school mail.**
- Personnel dropping off paper-based parent surveys at the Testing Center will sign in using their LAUSD single sign-on (SSO) and then indicate the number of boxes/manila envelopes being delivered. Survey envelopes must be delivered inside the labeled survey boxes to ensure surveys are accounted for and attributed to the correct school.
- To help teachers administer the surveys to their students, classroom supports have been developed.
- **ACTION ITEMS**
 - ✓ **Identify SES Coordinator: No later than October 15, 2018**
 - ✓ **Administer SES: October 29 – December 7, 2018**
 - ✓ **Complete Administration of All Surveys: December 7, 2018**



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INSTRUCTIONS: I. BACKGROUND

The SES provides valuable information to stakeholders about LAUSD schools. Developed with input from parents, teachers, unions, and community-based organizations, the SES documents the perceptions of parents, staff, and grade 4-12 students about their experiences at their school. Respondents at all traditional Elementary, Middle, and High Schools, as well as at Early Education Centers, Primary Centers, Special Education Centers, Options Schools, and Affiliated Charter¹ Schools will complete surveys. Students and school staff will complete surveys online while parents have the option of completing either a paper survey *or* an online survey. The data gathered via this survey will be reported in detail for each school in Spring 2019 to allow schools to plan for the following school year. School-level results will be accessible via [SES Dashboard](#) as well as via a downloadable Excel data file. Parent and student survey data is also reported on the [Local Control Accountability Plan \(LCAP\) Scorecard](#), the [California School Dashboard \(local indicators\)](#), and [Unified Enrollment Site](#). This includes both participation rates on the survey and school-level responses.

II. SCHOOL RESPONSIBILITIES

- A. **PAPER-Based Surveys:** Schools must receive, distribute, collect, and return parent paper-based surveys.

Each of the following school types will receive boxes/envelopes containing paper-based School Experience Surveys for Parents:

- **Early Education Centers:** Parents (1 per student household at each school*)
- **Elementary Schools:** Parents (1 per student household at each school*)
- **Secondary Schools:** Parents (1 per student household at each school*). Parent surveys will be delivered bundled by secondary students' third period teachers.

Only one paper-based parent survey is printed for each household per school. If multiple students attending a particular school share a household, the parent survey is printed for and distributed to the **oldest child only.*

- B. **ONLINE Surveys:** Schools must administer student and staff surveys online **no later than the last day of the SES window** (Friday, December 7, 2018). *If parents opt to take the online survey instead of the paper-based survey, they too must complete their survey online no later than December 7, 2018.*

¹ Independent charters may opt to participate in the survey if they choose to do so.



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Student Surveys: Students in grades 4 through 12 will click the appropriate student survey link at <http://achieve.lausd.net/schoolexperiencesurvey> and login to the survey by:

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

Schools should ensure that enough time with devices is scheduled in advance so that all eligible students can complete their online survey before the end of the survey window. Schools can choose when to administer online surveys during the school day.

Staff Surveys: School staff who work at least 50% FTE (Teachers, Principals, and out of Classroom Personnel) also complete their surveys online by going to <http://achieve.lausd.net/schoolexperiencesurvey> and clicking the appropriate link to access the Staff Survey. Before beginning the survey, staff members must:

1. Select their school from a drop-down menu
2. Select their role (Teacher, Principal, SAA, Counselor, and Other Staff) from a drop-down menu.

Parent ONLINE Surveys: As noted above, parents have the option of completing their survey *online if they prefer to do so*. It is highly recommended that schools encourage parents to complete surveys online instead of taking the paper-based survey to reduce the burden of having to collect and return parent surveys to the Testing Centers, and to enable schools to monitor parent participation rates along with student and staff participation rates during the survey window. Any parent who opts to complete the survey online should:

1. Go to <http://achieve.lausd.net/schoolexperiencesurvey>
2. Input the 10-digit parent code found on the top right corner of his or her parent letter.

Schools with the capacity to do so should encourage parents to use the school computer lab or parent center computers during parent/teacher conferences to complete their survey while on campus.

Confidentiality of Survey Data: It should be noted that all survey results are confidential, and 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 (students, parents, or staff).

Survey Instructions: Instructions for survey administration will be inside the boxes received by schools during the week of October 22nd. The package will contain instructions for administering student surveys online, distributing and administering the parent surveys, envelopes for collecting completed parent paper-based surveys, and instructions for delivering the parent surveys to the Testing Centers. **If surveys have not arrived at your school by October 24th, please contact LAUSD's School Experience Survey team at (213) 241-5600 and someone will assist you.**



- C. **School Experience Survey Coordinator:** The principal should designate a staff member responsible for distributing, administering, collecting, and returning School Experience Survey materials. **Please complete the following information in the [Principal Portal](#) by October 15, 2018.** Look for the “School Experience Survey Coordinator” section located under the Certification menu:

- D. **Communication:** Communicate with your school community to ensure all respondents (students, staff, and parents) know about the survey and understand why it is important to complete the survey. Make sure all respondents know the deadline for completing the survey and make sure parents, in particular, know when they must return their paper-based survey to your school so that you have time to return all parent surveys to the Testing Center (see Section III below for details).
- E. **Recommendations for a successful SES administration:** Schools with high response rates for surveys in past years engaged in a number of practices that could be helpful to your school as you administer these surveys. The following suggestions are based on these best practices:

- Announce the Parent Survey at staff and parent meetings (e.g., ELAC), and write announcements in parent newsletters, bulletins, and on the school webpage.
- Include a reminder about the survey when communicating to parents. Send a ConnectEd message on the day the surveys are sent home encouraging them to complete the survey.
- Set a date for parents to return the survey to the school. Follow up with another ConnectEd call on the day before they are due reminding them about how important their voices are and urging them to complete and return their surveys.
- Have your parent center and/or computer lab open for parents who wish to take the survey online during parent conferences.
- Administer all student surveys on the same day. Select a day known to have high student and staff attendance.



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- Have your principal send an email invitation to staff including the survey link and a clear deadline for completion. To verify completion, ask staff to print the “thank you” page of the survey which shows after clicking submit.
- Ensure that the front office staff is prepared to answer questions about the survey, especially from parents.
- Offer incentives to students for returning the parent surveys. If parents complete the survey online, they can print the thank you page displayed after they hit the submit button to verify completion.
- Remind staff regularly about the surveys, for example by writing messages on the office whiteboard and in weekly bulletins.
- Invite students, parents and staff to ask questions about the survey, making sure you take their opinions seriously.

F. Protect the confidentiality of surveys.

It is imperative that everyone involved in the handling of completed surveys take every precaution to ensure that a respondent’s answers are not viewed by anyone other than the respondent. Care should be taken by leaders at the school, including the appointed coordinator of the survey administration, to make sure finished parent surveys are sealed in their envelopes, not opened, and not tampered with.

G. Deliver all completed parent paper-based surveys to your Testing Center.

Make sure that all completed parent surveys are placed in the same boxes/envelopes used to deliver the surveys to your school. If you have students with disabilities who cannot take the survey, please email the total *number* of students who did not take the survey due to their disabilities to SchoolExperienceSurvey@lausd.net along with your school name and location code. These counts will be removed from your totals before response rates are calculated. Surveys not completed should be shredded or similarly destroyed to protect confidentiality.

Although schools must NOT open the sealed parent envelopes, please be aware that blank surveys will not be counted as “completed” in your response rates.

Deliver the boxes to your regular Testing Center. You will be required to use your single sign-on to indicate that you have delivered the surveys. Your Local Testing Centers will be open for dropping off surveys from 8:00 am to 4:00 pm on December 3, 5, 6 and 7, 2018. If you are an Independent Charter, please deliver your surveys to the Testing Center nearest to your school. **NOTE:** Only the Central Testing Center is staffed year-round.

The Central Testing Center will also be open for deliveries from all schools on December 10th and 11th from 8:00 am to 4:00 pm.

NOTE: NO SURVEY MATERIALS WILL BE ACCEPTED AFTER DECEMBER 11, 2018. SCHOOLS MUST ENSURE ALL SURVEYS ARE RETURNED BY THIS DEADLINE.



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III. 2018-19 TESTING CENTER LOCATIONS

Listed below are the Testing Center locations for delivery of SES materials.

LOCATED IN	LOCATION	TELEPHONE AND FAX NUMBER
LOCAL DISTRICT EAST	CENTRAL TESTING CENTER (C) 2151 North Soto Street Los Angeles, CA 90032 (Intersection of San Bernardino Fwy and Soto Street; north on Soto Street. Enter into Local District-East complex.)	PHONE: (323) 224-2408 Open for dropping off surveys from 8:00 am to 4:00 pm on December 3, 5, 6 and 7, 2018. <i>*Also open for deliveries on December 10th and 11th from 8:00 am to 4:00 pm.</i>
LOCAL DISTRICT SOUTH	SOUTH TESTING CENTER (S) Banneker Special Education Center 14024 South San Pedro Street Los Angeles, CA 90061 (Intersection Rosecrans and Main; east on Rosecrans ¼ mile to San Pedro St., left 1/10 mile.)	PHONE: (310) 366-7358 Open for dropping off surveys from 8:00 am to 4:00 pm on December 3, 5, 6 and 7, 2018.
LOCAL DISTRICT NORTHWEST	VALLEY TESTING CENTER (V) Mulholland Middle School 17120 Vanowen Street Lake Balboa, CA 91406 Room 74-75 (Intersection of Victory and Balboa, north on Balboa to Vanowen; Vanowen left one block)	PHONE: (818) 609-2591 Open for dropping off surveys from 8:00 am to 4:00 pm on December 3, 5, 6 and 7, 2018.
LOCAL DISTRICT WEST	WEST TESTING CENTER (W) Charnock Road Elementary School 11133 Charnock Road, Room 32 Los Angeles, CA 90034 (Intersection of Venice Blvd and Sepulveda Blvd; north on Sepulveda Blvd for ¼ mile)	PHONE: (310) 836-1578 Open for dropping off surveys from 8:00 am to 4:00 pm on December 3, 5, 6 and 7, 2018.

RELATED RESOURCES:

- School Experience Survey website: <http://achieve.lausd.net/SchoolExperienceSurvey>
- Testing Center website: <http://achieve.lausd.net/testing>
- Testing Center Assignments: [MEM-6901.1 Testing Center Assignments for 2018-19](#)

ASSISTANCE:

For assistance, contact the School Experience Survey team at (213) 241-5600 or email SchoolExperienceSurvey@lausd.net