

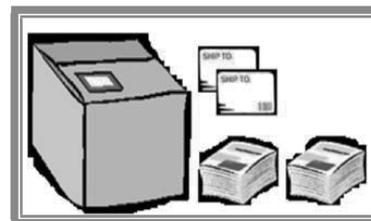
INSTRUCTIONS FOR ADMINISTERING THE PAPER-BASED PARENT SCHOOL EXPERIENCE SURVEY (SES)

As the Survey Point Person, you will distribute, collect, and return the 2018-19 paper-based Parent School Experience Survey for your school. Below are steps for making the process go as smoothly as possible. Thank you for your efforts in making the survey a success!

Questions? Suggestions for improvement? Call 213-241-5600 or email us at SchoolExperienceSurvey@lausd.net

1 Ensure your school has all the following materials:

- *Shipping boxes.* Use original shipment boxes to return completed surveys.
- *Parent SES* (one per household bundled by classroom)



Important Note: Parent surveys are provided for the households of all students enrolled by September 21, 2018 as indicated in MiSiS. The total population of students and parents is used to calculate your school's response rates for both students and parents. For this reason, parents new to the school will not receive a survey.

2 **Alert teachers and office staff that you are the Survey Point Person, and that all completed PARENT surveys should be returned to you by the end of the survey window.** All school personnel should also be advised to protect the confidentiality of respondents and to avoid taking *any* steps that could influence the answers that respondents provide.

3 **Distribute the bundles of PARENT surveys to the appropriate classrooms/teachers.** One parent survey was printed for each household and should be distributed to the eldest sibling at the school. Survey administration will start on October 29, 2018 and end on December 7, 2018. It is recommended that parent surveys are distributed right away to ensure all are collected on time. If a teacher is no longer at your school or is on an extended leave, deliver surveys to the substitute teacher, so that parent surveys can be completed during the survey window. Parents may also take their surveys online at achieve.lausd.net/schoolexperiencesurvey. Each parent uses the identification code from their paper survey to login to the online survey.

4 **By December 5, 2018, we suggest you collect all completed PARENT surveys. Place completed parent surveys in the original shipping boxes (labeled). Ensure that you have done all of following:**

- *Survey collection:* Parents will return their completed surveys in sealed envelopes, either by sending them to school with their children or by delivering them in person to the school.
- *Boxing surveys:* Place the sealed parent envelopes back in the original labeled box/envelope.

5 **Schools are responsible for transporting completed parent survey boxes to their local Testing Centers on December 3, 5, and 6 (for early birds), and 7 from 8:00 am to 4:00 pm.** This is the only time that Local Testing Centers will be accepting parent surveys. You may also deliver them to the Central Testing Center by December 10 and 11 from 8:00 am to 4:00 pm. Please do NOT use school mail. Survey envelopes must be delivered inside the labeled survey boxes. When you drop off the parent paper surveys to the Testing Centers you will sign in using your LAUSD single sign-on and indicate the number of boxes/manila envelopes being delivered.

INSTRUCTIONS FOR ADMINISTERING THE ONLINE STUDENT AND STAFF SCHOOL EXPERIENCE SURVEY (SES)



Please ensure that **ALL TEACHERS, STAFF, and STUDENTS** take their school experience surveys online and that they only complete their survey one time. Students should take their surveys during the school day. **ONLINE surveys must be completed by December 7, 2018.** *Please review the Classroom Administration Instructions and Administration Supports in this packet.*

1

Student surveys may only be completed online. Students in grades 4 through 12 will click the appropriate student survey link at achieve.lausd.net/schoolexperiencesurvey. Students will login to the survey by selecting their school's Local District (e.g., South) and school name, and entering their 10-digit LAUSD ID. Grades 4 through 12 will also select their grade. New students will not take an online survey.

2

Schools should ensure that time is scheduled with devices in advance so that each student can take his or her survey online. Schools can choose when and how to administer online surveys. For example, secondary schools could have survey administration during 2nd period, during Common Core English, or at another time.

3

School staff who work at least 50% FTE (teachers, principals, and out of classroom personnel) must complete their surveys online at achieve.lausd.net/schoolexperiencesurvey. All survey results are confidential. Staff members select their school and their role (Principal, Other Administrator, Teacher, SAA, Counselor, other member of the school staff) from a drop-down menu. The survey results are stored behind a secure login system and identifiable data are never shared with school sites or third parties. The survey data are primarily used to provide stakeholder feedback to schools and to the Local Districts.