

## 2018-19 Student Perception Survey Quick Reference Guide for Survey Coordinators

### KEY INFORMATION

The New York City Department of Education (DOE) partners 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 administered for formative purposes, and is not administered as a part of *Advance*, New York City's system for teacher development and evaluation.**

- Student Perception Survey materials will arrive at schools between November 15<sup>th</sup> and 20<sup>th</sup>.
- Student Perception Survey administration begins **December 3, 2018**.
- All surveys must be submitted by FedEx or completed online (depending on the administration method chosen by your school) by **January 18, 2019**.
- In planning for this year's Student Perception Survey, keep in mind that the winter recess is scheduled from December 24 to January 1. If your school does not plan to complete survey administration prior to the winter recess, please ensure that survey materials are stored in a secure location to prevent items from being misplaced or discarded.

### SURVEY COORDINATOR RESPONSIBILITIES

- Be sure to read your weekly Student Perception Survey 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, January 18, 2019**.

### SURVEY ELIGIBILITY

#### Eligible teachers:

- For schools administering to ONE class per teacher: Teachers of grades 6-12 with at least 10 students present in one or two class periods. If the teacher cannot meet this 10 student minimum across two classes, they are not eligible.
- For schools administering to TWO classes per teacher: Teachers of grades 6-12 with at least 10 students present in one or two classes. If the teacher cannot meet this 10 student minimum across two classes, they can administer the survey to students in up to four class periods, or whatever is feasible for the teacher to meet the 10 student minimum.
- SETSS, 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 must 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.

### KEY RESOURCES

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.
- Review the Student Perception Survey's Frequently Asked Questions where you can find answers to general survey and administration questions.
- Review the Survey Accommodations Guide to create an accommodations plan for students with Individualized Education Programs (IEPs), 504 Accommodations Plans, and English Language Learners.
- For questions about survey delivery or developing a survey plan for your school, email [StudentPerceptionSurvey@schools.nyc.gov](mailto:StudentPerceptionSurvey@schools.nyc.gov).
- All resources are available at [StudentPerceptionSurvey.nyc.gov](http://StudentPerceptionSurvey.nyc.gov).