



2018-19 Student Perception Survey Survey Coordinator Checklist

In order to ensure a successful administration of the Student Perception Survey, survey coordinators are encouraged to work with their principal or school leader to create a plan that works best for their students and teachers. The following checklist outlines tasks that survey coordinators can complete to prepare for and carry out a smooth administration process.

Before Survey Administration:

- Determine which date(s) survey administration will occur at your school during the citywide survey window (December 3 - January 18).
- Determine which school-wide period or periods will be surveyed.
- Determine who will proctor each course section.
- Create a communications plan and proctoring schedule.
- Communicate the survey administration timeline to your teachers, proctors, and students. Remind them that the results of this survey are used for formative purposes (i.e. to guide practice).
- Create an accommodations plan for English Language Learners and Students with Disabilities using the [Survey Accommodations Guide](#) available at [StudentPerceptionSurvey.nyc](#).
- Ensure that your school has received survey materials for all eligible teachers. All materials should arrive between November 15 and November 20. If you do not receive your school's survey materials by Monday, December 3, email StudentPerceptionSurvey@schools.nyc.gov.

During Survey Administration:

- Distribute survey packs to the proctors.
- Monitor survey administration and ensure an ethical administration of the survey. Review the [Survey Ethics Reference Guide](#) included in each survey pack and also available at [StudentPerceptionSurvey.nyc](#).
- Answer any questions that may arise about survey administration and provide support to proctors.
- Ship the completed surveys back to Panorama Education for processing and reporting on or before **Friday, January 18**.