

2020 NYC SCHOOL SURVEY: GUIDE FOR SURVEY COORDINATORS

SURVEY ADMINISTRATION: FEBRUARY 10 – March 31

ABOUT THE SURVEY

The NYC School Survey is designed to collect important information about each school's ability to support student success. School leaders can use feedback from the survey to reflect and improve schools and programs.

The survey is administered to:

- Students in grades 6-12
- Parents/guardians of students in grades 3-K through 12
- Teachers of grades 3-K through 12
- School support staff

SURVEY PREFERENCES

School leaders were asked to select their survey coordinator, administration method (online or paper), and sorting preference in September 2019. School preferences are listed [here](#).

SCHOOL SUPPORT STAFF

The school support staff survey is a version of the teacher survey administered to paraprofessionals, parent coordinators, social workers, school psychologists, and secretaries for all 3-K through 12th grade schools and programs. At stand alone 3-K and pre-K programs, only assistant teachers and parent coordinators will complete the school support staff survey.

FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30	31				

MATERIALS & ARRIVALS

Student: Paper surveys or postcards with online access codes will arrive the weeks of February 3 and 24

Parent/Guardian: Green envelopes containing instructions, a paper survey (with an access code), a translated survey, and a pre-paid reply envelope will arrive the weeks of February 3 and 24.

Teacher: Postcards with online access information will arrive the week of February 3 to be randomly distributed to teachers.

Support Staff: Access codes will be emailed to survey coordinators the week of February 3 to be randomly distributed to support staff.

ELIGIBILITY

Population Cut-Off Dates

The parent/guardian and student populations were set in November 2019 and the teacher population in December 2019.

Updates to the Survey Population

Anyone who arrives after the cut-off dates cannot be added to the survey population. However, an individual who is no longer a part of the school or program can be removed.

Surveys for Siblings

Siblings are determined in accordance with household information in ATS. If more than one survey is sent for a household, parents should complete one survey per school based on the experience of the eldest child.

RESPONSE RATES

Weekly response rate updates will be shared with survey coordinators and will be posted in Principals' Weekly for principals, PALs, and superintendents. Response rates for NYCEECs will be available in the Bulletin.

KEY RESOURCES

Access surveys and the code lookup tool at NYCSchoolSurvey.org. For resources to administer the survey visit the [NYC School Survey InfoHub page](#).

Resources include:

- Frequently Asked Questions
 - Survey Ethics Guide
 - Family Engagement Toolkit
- Direct parents/guardians or teachers who have lost their access code to the code lookup tool or the hotline (1-877-819-2363). Questions can be emailed to tosurveys@schools.nyc.gov.

Accessibility Report

Filename: 2020-nyc-school-survey-guide-for-survey-coordinators_ADA.pdf

Report created by: [Enter personal and organization information through the Preferences > Identity dialog.]

Organization:

Summary

The checker found no problems in this document.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 1
- Passed: 29
- Failed: 0