

**BCC:** SCs of paper schools & Principals of paper schools

**Subject:** Update on Paper Administration of NYC School Survey for Families

Dear Principals & Survey Coordinators,

As you know, the 2021 NYC School Survey is now open. As a school that can administer the family survey via paper this year, we will be making an additional option to better support your families that may need translation support. Read below to learn all the ways your families can take the survey.

### **Administration Options**

**First, you should have received a self-print PDF of paper copies of the survey for all eligible families at your school.** This was sent to survey coordinators via email on May 7. Since your school opted-in to receive paper copies, you may print out these school/student-specific versions and distribute them to your families with a blank envelope in which they can enclose the completed survey to return to you.

**If your families need a survey in a language other than English, you can continue to encourage them to take the survey online at [www.nycschoolssurvey.org](http://www.nycschoolssurvey.org).** The online survey is translated into the 10 DOE supported languages. Families will need to know their child's nine-digit Student Identification Number (OSIS), and will need to write "f" before that number as the access code to complete the survey (e.g. f123456789).

**In addition to encouraging families to take the survey online, we recommend you print a translated version of the survey to give to parents during your administration. You can access a printable version of the survey questions in all DOE supported languages [here](#).** The existing practice continues where families should use this translated version to read along and record their response on the associated English version specific to their school/student.

**\*NEW\* In an expanded effort to support families with translation needs, additional flexibility can be provided if either of the existing processes prove challenging. Families with translation needs can also opt to complete their survey directly on those same, translated reference materials available in the 10 DOE supported languages.** In order to provide that new flexibility, we will ask you to still provide families with the English version, as we will need families to return page 1 of the survey (it has the specific student name and your school info included in the QR code), as well as to write in the OSIS # for the student on the reference translated copy they are submitting (in the upper left-hand corner of each page). This information is needed to support our ability to provide this additional flexibility and still scan those generic, translated printed copies as efficiently as possible.

I hope you find this update helpful, as we want to support as many of these families at these schools as possible in completing the survey.

### **Shipping Completed Surveys**

More detailed information about the process for packing returned surveys and receiving a pre-paid shipping label will be [available next week on Wednesday, May 26](#).

For resources with key information regarding survey administration, including [promotional flyers in all DOE supported languages](#) visit the [NYC School Survey InfoHub](#). All survey coordinators and school leaders should review the [Survey Ethics Reference Guide](#) prior to the start of survey administration.

Please don't hesitate to reach out to us at [surveys@schools.nyc.gov](mailto:surveys@schools.nyc.gov) with any questions you may have. Thank you for your time and we look forward to supporting you throughout this process.

Sincerely,  
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NYC Department of Education