



2023 NYC School Survey: **Boosting Family** **Participation**

Spring 2023

Topics We'll Cover

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- 3 Key Dates and Logistics
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SURVEY BASICS

Who takes the survey?

The NYC School Survey is used to capture feedback from:

Participants	Grade Levels
Teachers (and support staff)*	3-K, Pre-K, K-12
Students	6-12
Families	3-K, Pre-K, K-12

* The **school support staff survey** is administered to paraprofessionals, parent coordinators, social workers, school psychologists, and secretaries. At stand-alone 3-K & Pre-K, support staff includes assistant teachers, school aides and parent coordinators.

How do families take the survey?

- Family and student surveys are available in the 10 DOE supported languages.
- All families receive a paper survey in English or their home language and may also take the survey online at [NYCSchoolSurvey.org](https://www.nycschools.org/survey)
- Families can also take the survey by logging into their [NYC Schools Account \(NYCSA\)](#).
- Families of students in grades K–12, will need their child’s nine-digit student identification number, or OSIS, to [complete the survey online](#).
 - You can find the OSIS on your student’s report card, school ID card, or on their [NYC Schools Account](#). Once on the survey page, you must enter “f”, followed by your child’s OSIS to access the survey. Note that the “f” must be lowercase. Families should reach out to their child’s school if they need support identifying their child’s Student Identification Number.
- Families of children in 3-K or Pre-K should contact their child’s school or program to receive their survey access code.

Where do the survey results go?

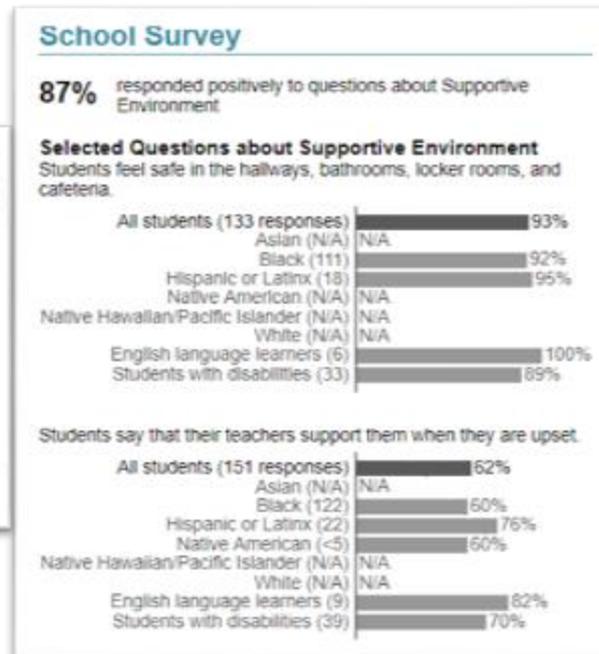
Results from 2022 survey could be found on the Panorama Education platform. Results from previous years could be found in the **School Quality Guide** at tools.nycenet.edu.



Results from the 2023 school year will be released to schools in early summer and then later in the year to the public.

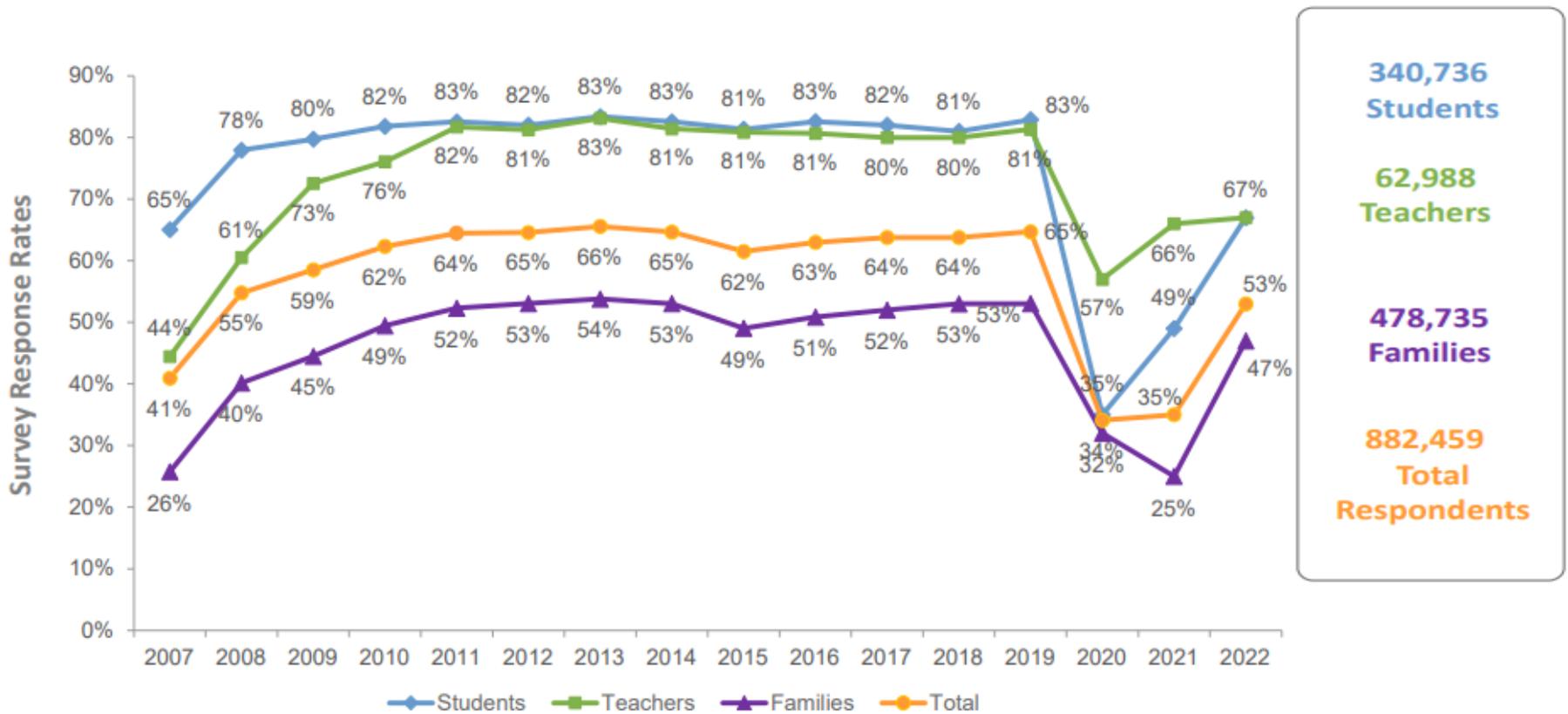
Where do the survey results go?

Detailed demographic information will continue to be available this year for student and guardian responses, to better understand the survey results by grade, race/ethnicity, gender, ELL status, and IEP status. Some key questions are displayed on the School Quality Snapshot.



How did we do in previous years?

2022 NYC School Survey response rates were lower than in pre-pandemic years, but more families, students, and teachers took the survey than last year.



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CHANGES TO THIS YEAR'S SURVEY

Changes to Survey Questions

The NYCDOE has made minor revisions to all three versions of the survey (family, teacher, and student) this year.

General revisions to the survey include:

- The elimination of questions found to be redundant
- The addition of new items to improve the strength of existing measures or based on feedback from focus groups, feedback sessions, the Research Alliance for NYC Schools (RANYCS), and other NYCDOE offices.
- The revision of existing items, including questions and response options, to improve clarity.

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KEY DATES & LOGISTICS

When is survey administration?

The 2023 NYC School Survey administration will be between **February 13 – March 31**.

February							March						
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					26	27	28	29	30	31	

Logistics for the Family Survey

Paper Family Survey Arrival

- ALL schools will be receiving shipped paper family surveys to their school site.
- In the boxes, all schools will receive:
 - Survey coordinator guide for the family survey
 - Bundles of envelopes, stuffed with surveys in English or the family's home language and pre-paid return envelopes
 - FedEx Return Label
- Family surveys will be assembled in an envelope along with a prepaid envelope for mailing their completed surveys directly to our scanning centers.

Paper Family Survey Arrival

- Current estimated arrival dates for paper materials:

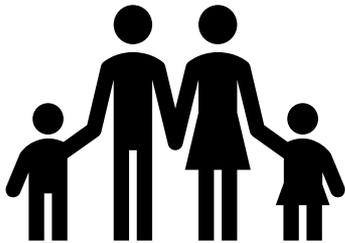
School Type	Estimated Box Arrival
Elementary, Middle, High Schools, and D75	Jan 25th through February 10th

- Family surveys will be sorted in one of three ways:
 - Alphabetically by grade
 - Alphabetically by school/program
 - Alphabetically by ATS official class

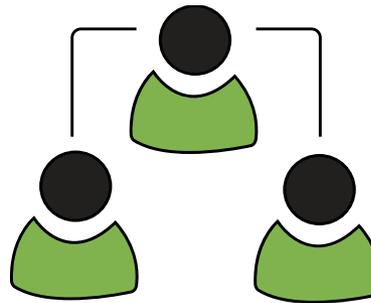
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PROMOTING SURVEY PARTICIPATION

Tips for Promoting Survey Participation



Build Strong Relationships with Families



Assemble a Team



Share Survey Purpose

Build Strong Relationships with Families

Create a school environment built on trust

- Cultivate connections established during the pandemic and engage the families of new students
- Use communication tools that work best for the families (e.g. phone calls, WhatsApp, etc.)
- Leverage meetings and communications set in place to discuss the survey.



Assemble a Team

Offer to help promote participation and to administer the survey

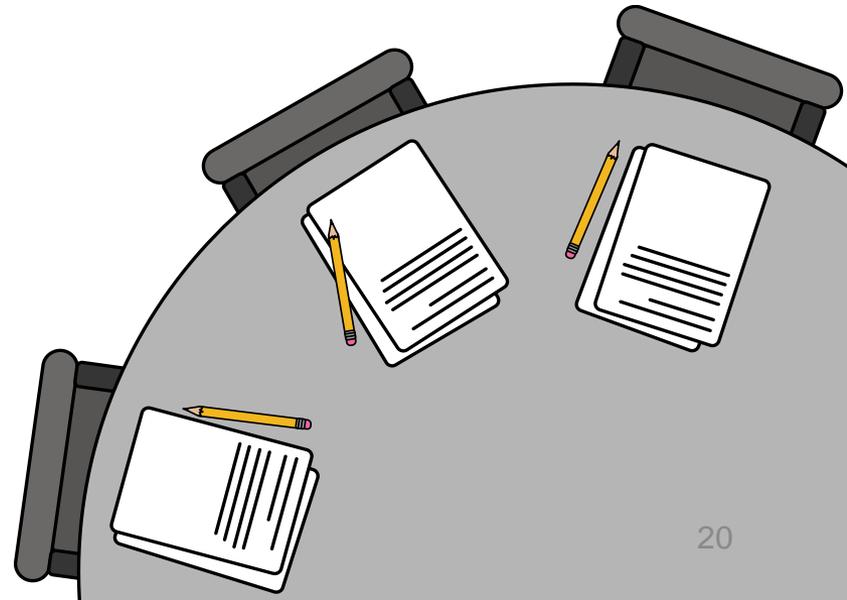
- Work with your school's Parent Association or your school's leadership teams to devise strategies and to plan events.
- Leverage from bilingual families to spread the word, outreach to families or translate during online events.



Share Survey Purpose

Articulate and communicate the goals of the survey

- Ask your school leader how they plan to use the feedback for planning.
 - Changes made based on survey results from previous school years



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SURVEY ETHICS

Guidelines for Survey Administration

- Respondents should fill out the survey in a totally confidential manner without any influence over their responses from anyone.
- School leaders and other school personnel should avoid any breach, or the appearance of a breach, in survey confidentiality for families students and teachers.
- School leaders and school staff should avoid taking any steps that influence or suggest – or have even the appearance of attempting to influence or suggest – the survey answers that respondents provide.
- As in the past, survey practices that appear to violate this code of conduct will be investigated. Depending on the outcome of the investigation, survey results may be invalidated and other disciplinary steps may be taken.

Frequently Asked Questions

Q: Should administrators/school leaders be on the same call or in the same room with teachers while they are completing the survey?

A: Generally, schools should avoid even the appearance of breaching the confidential nature of the survey. Therefore, we strongly advise against this practice.

Q: Can we provide incentives to families for completing the surveys?

A: Small incentives such as raffle tickets or refreshments may be provided to families completing the survey, as long as the incentive is not significant enough to influence their responses.

Frequently Asked Questions

Q: Can my school assist families who are unable to read or have limited English proficiency?

A: Schools can provide translations support or explain the meaning of survey questions when asked. Schools should **not** complete the survey on behalf of respondents or misrepresent the meaning of survey questions in order to elicit more favorable responses.

Q: Can we designate a time and space for families and teachers to complete the survey, e.g. a family-teacher conference?

A: While schools can designate a time and space for families and teachers to complete the survey, survey participation should **not** be restricted to that time or location.

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RESOURCES

- Visit NYCSchoolSurvey.org for links to the **online surveys for all respondents**
- Visit the [NYC School Survey InfoHub](#) for administration resources and information.
- Email surveys@schools.nyc.gov for policy and implementation support.