

## 2022-23 NYC School Survey Quick Reference Guide for Survey Coordinators

### KEY NYC SCHOOL SURVEY INFORMATION

The survey helps school communities understand what teachers, families and students in grades 6-12 say about the learning environment at each school. All teacher, family, and student surveys must be submitted by mail or completed online by **Friday, March 31, 2023**.

#### Online Survey Materials

- All online administration materials for families, students and teachers will be emailed to schools and Pre-k programs the week of February 6.

#### Paper Survey Materials

- Printed family surveys will arrive January 30 - February 10 for DOE and charter schools and February 15 - March 1 for Pre-K programs.

#### Student Survey Materials

- If your school is receiving printed student survey materials, they will arrive between January 30 and February 10.

### HOW IS ELIGIBILITY DETERMINED?

- The survey population was set in Fall 2022. Survey materials are only provided for individuals that were listed in ATS or Galaxy at that time.
- As the survey progresses, your school population will change. To remove an individual who is no longer a part of your school community from your school's survey population, update student information in ATS and teacher information in Galaxy.
- CBO pre-K programs should notify their contracting agency (ACS or DECE Field Office) of any population updates. 4410 pre-K programs should email [4410Oversight@schools.nyc.gov](mailto:4410Oversight@schools.nyc.gov) with any population updates.
- Caregivers should complete one survey per child attending a NYC public school or program.

### WHAT IS THE JOB OF THE SURVEY COORDINATOR?

- Be sure to read your weekly survey coordinator emails – they will include important updates and information including survey administration materials and tracking information for paper surveys. Email [surveys@schools.nyc.gov](mailto:surveys@schools.nyc.gov) with questions.
- Let your principal and school staff know when surveys are arriving and when they are due.
- Confirm that survey materials are received by your school.
- Distribute survey materials.
- Guide your school in conducting the survey administration process ethically. Be vigilant of any school communications or actions that might interfere with the confidentiality or honesty of survey participation.
- Remind teachers to complete their surveys online by Friday, March 31, 2023.
- Ship all paper parent and student surveys by Tuesday, April 4, 2023.

### KEY RESOURCES FOR SURVEY COORDINATORS

Your school community will come to you with questions. Where can you go to get answers?

- Review your weekly survey coordinators emails VERY CLOSELY. They have 99.9% of the information you need.
- Get information about survey delivery and ask questions about survey plans for your school by email at [surveys@schools.nyc.gov](mailto:surveys@schools.nyc.gov).
- Review the [Survey Code of Ethics](#) and other materials for guidance on ethical survey administration, available at the [NYC School Survey InfoHub](#).
- Refer to the [Frequently Asked Questions \(FAQ\)](#) for policy guidance and get more information at [NYCSchoolSurvey.org](http://NYCSchoolSurvey.org).