



**December 2018**

Dear School and District Coordinators,

Thank you for participating in this year's Alaska School Climate Connectedness Survey (SCCS)!

This survey is a statewide online survey that measures:

- How staff and students perceive their school climate
- How connected students feel to adult and their peers
- Student Social and Emotional Learning
- Observed student risk behaviors at school or school events
- How families perceive the climate and engagement of their child's school

This letter provides you with an overview of this year's survey process that is supported by our vendor, Panorama Education.

In 2019, there are two student surveys, one staff survey, and one family survey available to districts:

- **Staff Survey:** Open to all staff in participating schools who have contact with students
- **Student Grade 6-12 Survey**
- **Student Grade 3-5 Survey:** (Districts have the option of adding this survey)
- **Family Survey:** (Districts have the option of adding this survey)

**How will the survey be administered?**

All surveys will be available **online**. The survey is accessible via any Internet connection and will run on any web browser (Safari, Chrome, etc.). Survey-takers may use desktops, laptops, netbooks, Chromebooks, tablets and/or mobile devices to access the survey.

**What languages will be available?**

All surveys will be available in English only.

**How long will the survey take to complete?**

The Grade 6-12 survey should take about 25 minutes, and the Grade 3-5 survey should take about 15 minutes. Please ensure that all teachers, administrators, and support staff who have contact with students at your school complete the online staff survey during the same period. It should take about 10 minutes.

The family survey should take about 15 minutes.

**How will I receive survey links?**

School coordinators will receive an email from Panorama Education ([support+aasb@panoramaed.com](mailto:support+aasb@panoramaed.com)) at least 1 week before your district's survey window.

The email will contain the following information:

- ❑ **Direct link survey links** that are specific to each school. Depending on grade levels at the school and which student or family surveys the district signed up for, schools could receive up to 4 unique survey links.
  - ❑ **Grade 3-5 Survey:** Forward survey link to survey proctors with Survey Proctor Guide
  - ❑ **Grade 6-12 Survey:** Forward survey link to survey proctors with Survey Proctor Guide
  - ❑ **Staff Survey:** Forward staff survey link to school staff members.
  - ❑ **Family Survey:** Identify multiple mediums for families to take survey, & figure out what will work best for each school community. *See Family Survey Resource Guide for more info.*

Options include:

- Text and/or email survey links to families
  - Set up stations at school events (ex. family nights, parent-teacher conferences),
  - Partner with community organizations to set up survey stations.
- ❑ **Note that district coordinators will receive a link to an Excel file** containing all the relevant survey links for all schools in the district.
    - ❑ *Each survey link is unique to each school and cannot be shared across schools. Student Survey Links can be pre-loaded onto student computers as a bookmark or homepage OR students can type in the URL.*
    - ❑ *See **Survey Proctor Guide** for more information.*
  - ❑ **Information to set up an account with Panorama to access real-time participation for your school/district surveys.** You will need to set up an account access the participation dashboard, once your survey window opens.

### **When will the survey links be available to take?**

Schedule all students, staff, and families to take the online surveys during the two-week period identified by your district. Contact your district coordinator to find out what your two-week period is.

### **When will the results be available?**

Survey results will be available once all the survey windows have been completed. Results will be available in April 2019.

### **What are my next steps as a school/district coordinator?**

- **Attend the training webinar on Wednesday January 9 9:30 am- 10:30 am AKST.**  
[Register for Webinar](#) We will be hosting a training webinar for all school and district coordinators. This will allow you to learn how to prepare your sites for survey administration.
- **Reach out to an IT/technology coordinator for your district.** All schools and districts should complete the steps outlined in the [Technology Checklist](#) before your survey window in order to ensure a smooth survey administration.
- **Plan a time to communicate information to your staff.** Materials from the training webinar will be shared via email after January 9. Save 20-30 mins of your next staff meeting to communicate your survey window, the purpose of the survey, and designated survey proctors (as needed).
  - Teacher/staff understanding of the survey purpose can impact a school's result. There is a direct correlation to effective survey administration and students' attitudes when taking the survey. Please take care to work with staff who will administer the survey to students to make sure they understand why the district/school is participating and how they can create a supportive environment for students to take the survey.
- **Read and forward the survey proctor guide to all survey proctors:** Each proctor should be familiar with the proctor guide in advance of the survey administration. This guide includes a proctor script as well as frequently asked questions about survey administration.
  - Survey Proctors can answer student questions, clarify questions, and read aloud questions to students.
- **Modify and distribute the fliers about the family survey** for your school.

#### Who should I reach out to if I have questions?

- **Before the survey window:** reach out to your district coordinator or Jenni Lefing at [jlefig@aasb.org](mailto:jlefig@aasb.org) with any questions.
- **During the survey window:**
  - **For technical questions:** contact [support+aasb@panoramaed.com](mailto:support+aasb@panoramaed.com)
  - **For non-technical questions:** contact Jenni Lefing at [jlefig@aasb.org](mailto:jlefig@aasb.org)