



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: School Experience Survey

NUMBER: REF-5714.3

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

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ROUTING
Educational Service
Centers
Administrators
Principals
Other Site Administrators

PURPOSE: This Reference Guide provides instructions for schools and Educational Service Centers for the 2014-15 School Experience Survey administration. The School Experience Survey is a tool that focuses on student social and emotional learning growth, school climate, opportunity to learn, and parent involvement. Survey administration is highly recommended between March 17 and March 27, 2015 as completed surveys are due no later than April 13, 2015.

MAJOR CHANGES: This Reference Guide replaces REF-5714.2, dated April 4, 2014. The dates for the Survey schedule were updated to reflect the current school year. Parents will now receive one survey per student at each school level instead of just one survey per household. To ensure that all data is accounted for and credited to each school, surveys must be delivered to the Testing Centers.

INSTRUCTIONS: I. BACKGROUND

The School Experience Survey (SES) provides valuable information to stakeholders about LAUSD schools. Developed with input from parents, teachers, unions, and community-based organizations, the School Experience Survey documents the perceptions of parents, staff, and grade 3-12 students about their experiences at their schools. Respondents at all regular elementary, middle, and high schools, as well as at primary centers, special education centers, options schools, and affiliated charter schools complete surveys either on paper or online. Independent charters may opt in to take the survey as well. The data gathered through this survey will be reported in detail for each school to allow schools to respond to the data and make improvements in the 2015-16 school year. Summary data are also reported in each school's School Report Card. As a district under the CORE Waiver, LAUSD's school accountability system will not only consider achievement data, but also social-emotional and school culture and climate measures. Portions of the school experience survey will be incorporated into the school accountability model: the School Quality Improvement Index (SQII).



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II. SCHOOL RESPONSIBILITIES

A. Receive, distribute, and collect surveys.

Each school will receive boxes containing School Experience Surveys for the following populations:

Elementary Schools:

- All students grades 3 and above
- Parents (one per student household at each school*)

Secondary Schools:

- All students in period 3 classrooms
- Parents (one per student household at each school*)

**Only one parent survey per school is printed for each household. If multiple students attending a particular school share a household, the parent survey is printed for and distributed to the oldest child at the school.*

Instructions will be inside the boxes. The package will contain instructions for distributing and administering the surveys, envelopes for collecting completed surveys and instructions for delivering the surveys to each school's designated Testing Center. If surveys have not arrived at your school by March 16th, please contact the School Report Card team at (213) 241-5600.

School staff (teachers, principals, and out of classroom personnel) must complete their surveys online at <http://schoolsurvey.lausd.net>.

All student and parent surveys may also be completed online. Surveys for parents and students in elementary schools, middle schools, senior high schools, special education centers, options schools, and affiliated charter schools and parents from primary centers may be completed online at <http://schoolsurvey.lausd.net>. Schools with the capability to administer online surveys are encouraged to do so as it will result in reduced scanning costs. Please be sure that each parent or student survey completed online contains the individual numeric code. Ten digit parent code numbers are found on the top right of the parent cover letter. Ten digit student code numbers are found near the bar code on the paper survey distributed to each student and are used to determine the correct response rate.

B. Be sure you have named a staff member to coordinate the distribution and collection of the surveys.

The principal should designate a staff member responsible for distributing and



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collecting the surveys according to the instructions included in the package. The staff member's information should be entered in the **School Report Card and School Experience Survey Contact Area** of the School Designee tab of the Administrator Certification Form found at <https://principalportal.lausd.net>. If you have not named said designee, go to <http://principalportal.lausd.net> and click the link entitled Administrator Certification Form or call the School Report Card/School Experience Survey office at 213-241-5600.

- C. Communicate with your school community to ensure all respondents know about and complete the survey.

Schools with high response rates for surveys in past years engaged in a number of practices that could be helpful to your school as you administer these surveys. The following suggestions are based on these best practices.

- Announce the Parent Survey at staff and parent meetings (e.g., ELAC, CEAC), and write announcements in parent newsletters, bulletins, and on the school webpage. There will be a ConnectEd message about the survey from the Central Office the week of March 16, 2015.
- Use Parent Conferences (March 2 to 6, 2015) to send home flyers and to personally remind parents about the surveys (Elementary).
- Include a reminder about the survey when communicating to parents about mid-term marks (Secondary).
- Send a ConnectEd message on the day the surveys are sent home encouraging them to complete the survey.
- Set a date for parents to return the survey to the school. Follow up with another ConnectEd call on the day before they are due reminding them about how important their feedback is, and urge them to complete and return their surveys.
- Announce the Student Survey at faculty meetings, indicating the day teachers are expected to administer the survey, and giving them a clear deadline to turn in their completed surveys to the assigned person.
- Administer all student surveys on the same day. Select a day known to have high student and staff attendance.
- Have your principal send an email invitation to staff including the survey link and a clear deadline for completion. To verify completion, ask staff to print the "thank you" page of the survey which shows after



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clicking submit.

- Offer staff the option of completing their survey online during staff meetings.
- Ensure that the front office staff is prepared to answer questions about the survey, especially from parents.
- Offer incentives to students for returning the parent surveys. If parents complete the survey online, they can print the thank you page displayed after they hit the submit button to verify completion.
- Write your own note, including instructions for completing the survey and the School Report Card website address (<http://schoolsurvey.lausd.net>). Put copies of this note in teachers' mailboxes.
- Remind staff regularly about the surveys, for example by writing messages on the office whiteboard and in weekly bulletins.
- Invite students, parents and staff to ask questions about the survey, making sure you take their opinions seriously.

D. Protect the confidentiality of the surveys.

It is imperative that everyone involved in the handling of completed surveys take every precaution to ensure that a respondent's answers are not viewed by anyone other than the respondent. Care should be taken by leaders at the school, including the appointed coordinator of the survey administration, to make sure finished surveys are sealed in their envelopes, not opened, and not tampered with.

E. Deliver all completed student and parent surveys to your Testing Center.

Make sure that all completed student and parent surveys are placed in the original boxes used to deliver the surveys to your school. Please keep student and parent surveys in separate boxes. Place the labels provided in your instruction envelope onto each box with your school information. If you received student or parent surveys for students no longer enrolled at your school, count their numbers and email the numbers to ReportCard@lausd.net along with your school name and location code. These counts will be removed from your totals before response rates are calculated. Surveys not completed should be shredded or similarly destroyed to protect student and parent confidentiality.

Follow the instructions inside the survey boxes for providing information to the



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Testing Center to verify the delivery of the surveys. Deliver the boxes to your regular Testing Center. If you are an Independent Charter, please deliver your surveys to the Testing Center nearest to your school. Refer to MEM-6380 dated September 15, 2014 for Testing Center assignments and addresses.

The Testing Centers will be open for dropping off surveys on March 25-27, April 7-10, and April 13, 2015 from 8:00 a.m. to 4:30 p.m. All completed surveys must be returned to your local Testing Center by 4:30 p.m. on April 13, 2015.

Central Testing Center

2151 N. Soto St.
Los Angeles CA 90032
(323) 224-2408

South Testing Center

14024 S. San Pedro St.
Los Angeles CA 90061
(310) 366-7358

West Testing Center

11133 Charnock Rd. Room 32
Los Angeles CA 90034
(310) 836-1578

Valley Testing Center

17120 Vanowen St. Rooms 74-75
Lake Balboa CA 91406
(818) 609-2591

**RELATED
RESOURCES:**

School Report Card website: <http://reportcard.lausd.net>.
School Survey website: <http://schoolsurvey.lausd.net>.
Testing Center website: <http://achieve.lausd.net/Page/7620>.

ASSISTANCE:

For assistance, call School Report Card/School Experience Survey at (213) 241-5600.