



Los Angeles Unified School District

School Experience Survey

333 So. Beaudry Avenue, 16th Floor, Los Angeles CA 90017 • (213) 241-5600

March 2015

Dear Principal:

For the seventh year in a row, LAUSD schools are participating in the School Experience Survey. This annual survey is designed to give you important insight into what staff, students and parents think about the learning environment at your school. Some information from the survey will be used in your annual School Performance Meter and as a part of your school's federal accountability. The window for completing the School Experience Surveys is March 17 through April 10, 2015.

This is ONE of TWO shipments of surveys arriving at your school. The two separate shipments you will receive are:

- **One shipment containing PARENT SURVEYS, one per household, bundled by classroom.**
- **One shipment containing STUDENT SURVEYS for students in grades 3-12, bundled by classroom.**

The School Experience Survey Reference Guide, available at <http://schoolsurvey.lausd.net> and on *Inside LAUSD*, provides more information on how to administer the School Experience Survey.

We recommend that you appoint a Survey Point Person for your school, such as a School Administrative Assistant, Testing Coordinator or Assistant Principal, to oversee the distribution, collection, and shipment of all School Experience Surveys (see *Instructions for Administering Surveys*).

If you have additional questions regarding the survey, please contact us at 213-241-5600 or reportcard@lausd.net.

We will share with you the results of the School Experience Survey early in the 2015-16 school year—check our website at <http://schoolsurvey.lausd.net> for more details on when the results will be released.

Good luck and thank you for your efforts in making the 2014-15 School Experience Survey a District-wide success!

Sincerely,

A handwritten signature in black ink, appearing to read "Katherine Hayes".

Katherine Hayes, Ph.D.
Coordinator for the School Experience Survey
Office of Performance Management
LAUSD
333 So. Beaudry Ave., 16th Floor
Los Angeles, CA 90017

INSTRUCTIONS FOR ADMINISTERING SURVEYS

As the Survey Point Person, you will distribute, collect, and return the 2014-15 School Experience Surveys for your school. Below are steps for making the process go as smoothly as possible. Thank you for your efforts in making the survey a success!

Questions? Suggestions for improvement? Call 213-241-5600, or email us at reportcard@lausd.net.

1 Ensure your school has all of the following materials:

- Shipping boxes.* Use original shipment boxes to return completed surveys.
- Parent surveys* (one per household bundled by classroom)
- Student surveys* (for grades 3-12 bundled by classroom)



Important note: Student and parent surveys are provided for all students enrolled at the beginning of Spring Semester 2015, as indicated in MiSiS. The total population of students and parents at the beginning of the semester is used to calculate your school's response rates for both students and parents. For this reason, students or parents new to the school will not receive a survey.

2 **Alert teachers and office staff that you are the Survey Point Person, and that all surveys, both completed and not completed, should be returned to you by the end of the survey window.** All school personnel should also be advised to protect the confidentiality of respondents, and to avoid taking *any* steps that could influence the answers that respondents provide.

3 **Distribute the bundles of parent and student surveys to the appropriate classrooms/teachers.** One parent survey was printed for each household, distributed to the oldest student. If a teacher is no longer at your school or is on an extended leave, deliver surveys to the substitute teacher, so that the student surveys can be completed during the survey window. We recommend that schools administer parent and student surveys between March 17 and March 27, 2015.

4 **Ensure that ALL TEACHERS and STAFF have been invited to take their school experience surveys online.** All teacher and staff surveys will be completed online. Go to: <http://schoolsurvey.lausd.net> and click the "I am an employee" link to complete the survey. Response rates are higher when the principal sends a personal email request for staff to complete the survey and makes time during the day to complete surveys online.

5 **Before April 13, 2015, collect all completed surveys. Package completed parent and student surveys in separate shipping boxes. Ensure that you have included all of following:**

- Parent surveys.* Parents will return their completed surveys in sealed envelopes, either by sending them to school with their children or by delivering them in person to the school. Teachers should NOT place parent surveys in the completed student survey packets.
- Student surveys.* Completed surveys are returned to the office in sealed packets containing all of the surveys for each class.

6 **New for 2015: Schools are responsible for transporting completed survey packages to their local Testing Centers by April 13, 2015.** After collecting student and parent surveys:

- Complete the enclosed survey checklist (Attachment A) entitled "RETURNED SCHOOL EXPERIENCE SURVEYS VERIFICATION."
- Affix the orange (student) or blue (parent) labels to your boxes.
- Along with your survey boxes, bring two copies of Attachment A to the Testing Center. One copy will be for central office records and one will be stamped as your receipt of delivery.
- Do NOT use school mail.