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**Panorama Student SEL Survey | School Plan | 2023-24**

To: Building Administrators

From: Dave Peters

Due: September 18, 2023

|  |  |  |  |
| --- | --- | --- | --- |
| **School:** |  | **Principal:** |  |

|  |  |
| --- | --- |
| **Staff member assigned to LEAD survey logistics:** |  |

**1.**  **Panorama Fall Student SEL Survey Schedule | September 25** **-** **October 20**

In the calendar below, please highlight, mark with an ‘X’, or include a description in the applicable cell(s) to **indicate your building’s timeline** for administering the online survey.   
For reference: [Communications to Principals Packet memo](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-129441/Fall%20Panorama%20Student%20SEL%20Survey.pdf) (9/1/2023)

| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- |
| September 25 | September 26 | September 27 | September 28 | September 29 |
| October 2 | October 3 | October 4 | October 5 | October 6 |
| October 9 | October 10 | October 11 | October 12 | LID |
| October 16 | October 17 | October 18 | October 19 | October 20 |

**2. Indicate survey roles and responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Task** | **Person(s) Responsible** | **Scheduled Date** |
| Provide a letter of explanation to parents  (2 weeks prior to survey) |  |  |
| Communicate the survey dates to staff |  |  |
| Distribute proctor resources |  |  |
| Monitor Survey Completion Results |  |  |
| Send copy of this plan to [Dave Peters](mailto:dpeters@everettsd.org) |  | by 9/18 |