

To: Building Principals
From: Catherine Matthews
Re: School Stakeholder Survey Building Plan

Please e-mail your building plan to the [Assessment Department](#) by **December 15** for review and approval.

School Stakeholder Annual Survey
STAFF: January 12 – February 16, 2024
STUDENT/FAMILY: February 26 – March 31, 2024

School: Lowell

Administrator who will serve as School Survey Coordinator: Victoria Dowdy

Project Summary

The school stakeholder annual survey (SSAS) is an important source of data for school leaders and school staff to guide the school improvement planning process and to improve learning outcomes for students. Surveys are administered online using the Panorama Education dashboard. There are separate surveys for students, families, and staff. Prior to the windows opening, you should use all your normal channels to encourage stakeholders to complete the survey. Throughout the window, you should check your completion rates and send reminders to stakeholders as needed.

STAFF: School Stakeholder Annual Survey for Staff: January 12 – February 16

- Staff will use a generic link to take the survey confidentially through the Panorama Education platform.
- The Communications department will email a survey link directly to your staff **on the date you choose and indicate below.**
- Encourage your staff to complete the survey. Communication templates are available in [DocuShare](#).

STUDENTS: School Stakeholder Annual Survey for Students (grades 3-12): February 26 – March 29

- **No less than a week before your first student administration date:** Send letters alerting families of the student survey via normal channels.
Family letter templates are available in English, Arabic, Marshallese, Russian, Spanish, and Vietnamese in [DocuShare](#).
- **February 26:** LMS will add the link to the survey to your school's QuickLinks. The survey will be conducted in Panorama Education. The SSAS survey for students is administered in two parts
 - The Climate survey portion
 - The SEL Survey (which also populates the PanoramaEd Student Success platform)
- Teachers will use [these instructions](#) to ensure students select and complete each survey.

FAMILIES: School Stakeholder Annual Survey for Families: February 26 – March 29

- By **February 23:** Communications will send you and your webmaster a link to the survey and instructions on how to load this into your announcements section on your school website.
 - Families will use a generic link to take the survey confidentially in the Panorama Education platform.
 - No log-in is required for family members to complete the survey.

- **February 26** (not before): Your school webmaster will load the family survey information, which includes the survey link, into the announcement section of the school website, as instructed by Communications.
- **February 26** (not before): Send letters to encourage your families to complete the survey.
 - Letter templates are available in English, Arabic, Marshallese, Russian, Spanish, and Vietnamese on [DocuShare](#).

	Tasks	Person Responsible	Scheduled Date(s)
Student	Schedule class time for students in grades 3-12 to take the student survey. Indicate the dates you will administer survey in your classrooms.	Victoria Dowdy	March 1st
	Inform classroom teachers in grades 3-12 about how and when you will be administering the student survey and provide instructions .	Victoria Dowdy	February 21st
	Customize letter to families regarding student survey . This letter contains information about how to opt out in Grades 3-8. Send to families no less than a week before your first administration date. <i>Sample letters notifying parents of the student survey are in DocuShare and includes translations.</i>	Victoria Dowdy	February 21st
Family	School webmaster to update your school website with the family survey link.	Elizabeth Kelley	February 26
	Customize family letter regarding family survey to send with family survey link. Send letters to encourage families to complete the survey (after February 26). <i>Sample letters on family survey are in DocuShare and include translations.</i>	Victoria Dowdy	February 28th
Staff	Indicate the date and approximate time on or after January 12 that you would like the communications department to send School Stakeholder Annual Survey links to your staff.	Elizabeth Kelley	January 12th
	Email building staff a few days prior to your online staff survey date to inform them to look for an email from the Communications Department with a direct link to the survey. <i>Sample language on DocuShare.</i>	Elizabeth Kelley	January 7th
ALL	Monitor completion rate weekly in Panorama ED.	Victoria Dowdy Elizabeth Kelley	March 4 March 11 March 18 March 25 April 1