To: Building Principals
From: Dave Peters
Re: School Stakeholder Survey Building Plan

Please e-mail your building plan to Lindsey de Carteret by **February 7, 2025.**

School Stakeholder Annual Survey
STUDENTS/STAFF: February 24 – March 14, 2025
FAMILIES: March 17 – April 4, 2025

School: _____

Administrator who will serve as School Survey Coordinator: _____

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 | February 24 - March 14
- 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 100% your staff to complete the survey. Communication template | CLICK HERE

STUDENTS: School Stakeholder Annual Survey for Students (grades 3-12) | February 24 – March 14
- **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 | CLICK HERE
- **February 24**: Communications 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
  o   The Climate survey portion
  o   The SEL Survey
- Teachers will use these instructions to ensure students select and complete each survey.

FAMILIES: School Stakeholder Annual Survey for Families | March 17 – April 4
- By **March 14**: Communications will push out an announcement with a link to the survey on your school's homepage.
  o   Families will use a generic link to take the survey confidentially in the Panorama Ed platform.
  o   No log-in is required for family members to complete the survey.
- **March 17** (not before): Send letters to encourage your families to complete the survey.
  o   Letter templates are available in English, Arabic, Marshallese, Russian, Spanish, and Vietnamese | CLICK HERE

If you have any questions, please contact Lindsey de Carteret at x4134 or ldecarteret@everettsd.org

Annual Stakeholder Survey 2025 | Building Plan

	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.		
	Inform classroom teachers in grades 3-12 about how and when you will be administering the **student survey** and provide instructions.		
	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. *Sample letters notifying parents of the student survey are in* DocuShare *and include translations.*		
Family	Customize family letter regarding **family survey** to send with family survey link**.** Send letters to encourage families to complete the survey (*after March 17*). *Sample letters on family survey are in* DocuShare *and include translations.*		
Staff	**Indicate the date and approximate time on or after February 24** that you would like the communications dept. to send School Stakeholder Annual Survey links to your staff.		
	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. *Sample language on* DocuShare.		
ALL	Monitor completion rate weekly in Panorama ED.		March 3 March 10 March 17 March 24 March 31

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