



STUDENT Survey

Materials and Resources Guide

This guide provides best practice and resources to implement STUDENT survey using Infinite Campus or other modes.

Related Resources:

[Infinite Campus Implementation Guide](#)

[Other Modes of Implementation Guide](#)

[Student Surveys Webpage](#)

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I. THE STUDENT SURVEY

The STUDENT survey incorporates the use of an acronym using the following words: Support, Transparency, Understand, Discipline, Engage, Nurture, and Trust. The STUDENT survey provides reliable and meaningful feedback to educators regarding their practice as it relates to Domains 2 and 3 of the Kentucky Framework for Teaching (KyFFT) and the Specialist Frameworks.

Educators can most effectively understand and track professional growth through the use of many forms of evidence. Since students spend the most time with an educator, their feedback is a valuable tool in helping an educator improve professional practice.

Options for collecting student feedback may include:

1. Ask students targeted questions aligned to Domains 2 and 3 of the Kentucky Framework for Teaching and/or the Specialist Frameworks
2. Have students describe how they perceive their instructional experiences with the educator or other professional
3. Use exit or entry slips to formatively assess student perceptions of a lesson
4. Select questions from existing, similar perception surveys to elicit targeted feedback

II. RESOURCES and RESEARCH

A. A View from the Seats

As school districts create systems to identify, monitor, and assess teacher effectiveness, they should consider a variety of sources, including observations of teaching practices and analysis of student assessments. Student perceptions have emerged as a valuable source of information. In many districts, leaders are collecting data from a range of stakeholders that includes students, parents, and educators to gather their perceptions of school culture, classroom conditions, and teaching effectiveness.

B. My Voice

The underlying philosophy of the My Voice Survey and the Quaglia Institute for Student Aspirations (QISA) is that students have something to teach us. The 2014 My Voice National Student Report (Grades 6-12) reveals the voices of students from across the United States and demonstrates the vital importance of listening to them.

C. MET Study

The MET project is working with nearly 3,000 teacher-volunteers in public schools across the country to improve teacher evaluation and feedback. MET project researchers are investigating a number of alternative approaches to identifying effective teaching: systematic classroom observations; surveys collecting confidential student feedback; a new assessment of teachers' pedagogical content knowledge; and different measures of student achievement.

III. USING RESULTS

STUDENT survey results may be used as evidence for personal reflection to guide professional learning and, as determined by the district Certified Evaluation Plan (CEP), may be a formative source of evidence considered by supervisors in determining professional practice ratings.

Additional suggested uses of data:

- Provide an educator with question level details for their STUDENT survey results
- Use as a tool for educators and evaluators in developing self-reflections and growth goals

- Use as a reference by an educator for self-reflection
- Use as a reference by an evaluator to discuss an educator's growth goals

In addition to the STUDENT survey, teachers and other professionals may engage in additional perception surveys as permitted in the district CEP.

IV. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES (SWD)

Students with special needs are to be accommodated per the IEP or 504 plan when participating in the state assessment.

STUDENT survey support: American Sign Language (ASL)

Grades 3 – 5ASL

Grades 6 – 12ASL

STUDENT survey support: Spanish Audio Translation

Grades 3 – 5 Spanish

Grades 6 – 12 Spanish

STUDENT survey Support of Counselor and Library Media Specialist: [ASL and Spanish](#)

Student Accommodations. If students with disabilities are not able to independently access the STUDENT survey, they must be provided with accommodations as stated in their IEPs or Section 504 Plans. If, even with accommodations provided, a student is unable to participate in or understand the purpose of the survey due to student's significant intellectual disability, the student's Admissions and Release Committee (ARC) or 504 team may meet and determine the student is not required to participate.

V. FORMS

A. Ethics/ Confidentiality agreement

All employees who could potentially have access to student identification data and the corresponding results of the STUDENT survey must sign the Ethics/Confidentiality Agreement provided. Signed agreements are stored locally.

B. Parent Notification

Schools may send an information and opt-out (waiver) letter to parents of students who have teachers participating in the survey. Parents respond to this letter only if they DO NOT want their children to participate in the survey. Completed forms are returned to the school and stored locally.

STUDENT Survey

ETHICS/CONFIDENTIALITY AGREEMENT

All employees who could potentially have access to student identification data and the corresponding results of the STUDENT survey must sign this assurance.

The STUDENT survey is a **CONFIDENTIAL** assessment instrument that provides student feedback to teachers for professional practice. During the survey, students will be asked questions about their teacher's instruction and the classroom environment.

Students will take the STUDENT survey in the student portal of Infinite Campus or via paper/pencil or other manual means outside of the I.C. platform.

Confidentiality agreement

I am aware that all responses and data from the STUDENT survey are confidential information. I affirm that I will not share individual student survey responses, teacher results or any other identifiable information from the STUDENT survey with anyone by means of any form of communication. Violation of this Confidentiality Agreement may result in disciplinary action.

(Print) Name

Title

Signature

Date

STUDENT Survey

PARENT NOTIFICATION

Dear Parent or Guardian

Your child will have the opportunity to complete the STUDENT survey. This anonymous assessment allows students an opportunity to give feedback on specific aspects of his or her classroom experience. The survey takes approximately 10 – 20 minutes to complete and will be conducted during the school day.

The purpose of the survey is to provide an opportunity for all Kentucky students to have a voice in their classroom experience. Survey results are intended for the teacher to use for self-reflection and as a tool to help guide professional practice. Teachers want to know if their students feel sufficiently challenged, engaged, and comfortable asking them for help.

If you do not want your child to take the STUDENT survey, please complete, sign, and return this form to your child's school by _____.

I DO NOT want my son/daughter to participate in the STUDENT survey.

Parent Signature

Date

(Print) Student Name

Teacher's Name

VI. STUDENT SURVEY FAQ

STUDENT Survey

[Teacher and General Survey FAQ](#)

[Other Professional Survey FAQ](#)

Teacher and General Survey Q & A

What is the STUDENT survey?

STUDENT survey is a confidential perception survey adapted by the Kentucky Department of Education. The survey provides data on specific aspects of the instructional environment and/or specific aspects of the professional practice of the educator.

Student perception surveys are being used by hundreds of schools and thousands of classrooms in more than 25 states nationwide. The effective use of student perception surveys is featured in the Gates Foundation Measures of Effective Teaching (MET) study of teaching quality. Using a sample of more than 44,500 students, the results of the MET study in December 2010 and January 2012 reinforce a growing consensus that integrating student perception with high-quality observations and student gain-scores on achievement tests creates a much more valid and reliable teacher evaluation system compared to past practices.

What type of questions are asked on the survey?

The STUDENT survey focuses on statements such as, “My teacher explains difficult things clearly.” Students in grade levels 3-12 will select one of five possible responses which range from strongly agree to strongly disagree.

The items used in the STUDENT survey were derived from the Tripod Survey, a survey that has been developed as a partnership between Cambridge Education and Dr. Ron Ferguson. The survey questions can be found within the Kentucky STUDENT Framework document and are aligned to the Kentucky Framework for Teaching (KyFFT) Domains 2 and 3.

STUDENT survey questions for other professionals are unlike those used by teachers. Other professional questions have been created exclusively for the specialty area as related to their field of expertise.

How are survey results reported?

Results should be reported with consistency throughout the school/district. Surveys administered using Infinite Campus have access to the *Teacher Results Report*. Also referred to as the question-level report, this document provides response data immediately following the close of a survey window. Response scores are provided for each question in the survey as well as an overall construct percentage.

Districts using paper/pencil or other modes process survey results and disclose the information to applicable staff.

How is a teacher’s survey results reported if he or she is assigned to more than one school?

The [Teacher Results Report](#), accessible in Infinite Campus, provides response data for every survey a teacher participates in immediately following the close of a scheduled window.

How is the feedback from the STUDENT survey used?

The primary purpose of the survey is to provide valuable information to educators to improve classroom and learning practices. Survey results may be a required (formative) source of evidence used in the evaluation process as outlined in the district CEP and inform educators’ professional practice ratings. School and district leaders use data to determine potential areas for professional learning and teacher support.

How are classrooms scheduled?

The superintendent/designee determines the administration dates for implementation. The principal/designee determines the specific schedule for administering the STUDENT survey.

How many classes take the survey?

Districts decide the number of classes that respond to the survey.

Do collaborating teachers and part-time teachers administer the survey?

The superintendent/designee determines the protocol for specific situations within the district.

How should students be prepared to take the survey?

All districts are encouraged to review the STUDENT survey questions with their students and define or clarify word meanings or the meaning/intent of questions. Students need to be informed of the purpose of the survey and that all responses are anonymous.

Districts using Infinite Campus must ensure that Campus Portal usernames and passwords have been issued to students. If students are not regular Campus Portal users, usernames and passwords need to be provided to those students.

How is student confidentiality protected?

All student SSID information and personal identifiers have been eliminated when using Infinite Campus. Paper/Pencil administration systems must have built-in safeguards to protect the student’s confidentiality. When using paper/pencil methods, districts may choose to present teachers’ reports by construct or with the individual question level response information.

How long does the survey take to complete?

Infinite Campus survey: Approximately 20 minutes.
Paper/Pencil survey: Approximately 20 – 30 minutes.

When will the surveys be administered?

Infinite Campus administration: Based on the timeline established in the district Certified Evaluation Plan
Paper/Pencil administration: Based on the timeline established in the district Certified Evaluation Plan
Paper/Pencil OPGES: Based upon the district Certified Evaluation Plan

Who coordinates survey administration at each school?

Follow the district’s CEP.

Are parents notified before the survey is administered?

Prior to survey administration, schools inform parents of the upcoming STUDENT survey. All students may be given a waiver form that is signed by parents who do not want their son/daughter to participate in the survey. The waiver form is returned to the school prior to survey implementation and kept on file for reference. Waivers are not sent to KDE.

How are students with disabilities accommodated?

If participation in student perception surveys is required in the CEP, students with disabilities take the STUDENT survey. Students are accommodated as defined in the IEP and 504 accommodation plan. It will be useful to access [American Sign Language and Spanish translation](#) supports in a separate web browser during implementation of the STUDENT survey.

When do teachers receive the results of the STUDENT survey?

For surveys completed in Infinite Campus (IC), the *Teacher Results* report is available immediately after a survey ends. Districts determine availability to paper/pencil survey results.

Are there technology issues of which schools need to be aware?

Infinite Campus cannot troubleshoot technical problems for schools electing to employ iPads or tablets/devices that Campus does not formally support. The district coordinator or POC configures the automated assignment and survey dates for each school or delegates that responsibility to school-level staff. The district coordinator has a variety of reports to use for monitoring the administration process. Students must be issued user IDs and passwords in Campus Portal and must click "**Complete Survey**" for survey tabulation.

Infinite Campus technology cannot prevent students from responding to surveys outside the a.m. – 5 p.m. period but it will only count surveys completed between the hours of 7 a.m. and 5 p.m.

Schools with unique staff needs that cannot be met using Infinite Campus should opt to use paper/pencil methods to accommodate educators and students in the completion of the STUDENT survey.

Where can I find more information on student perception surveys?

Information on the Measures of Effective Teaching Research Project is available at www.metproject.org.

The KDE STUDENT survey contact for the 2018-19 school year is Jocelyne.Waddle2@education.ky.gov

Can a district use Infinite Campus and paper/pencil methods to administer the STUDENT survey?

Yes. Follow the guidance as outlined in the district CEP.

Is it allowable to use one survey method for one school and a different survey method for another school within the same district?

Yes, the Infinite Campus settings are per school so if the CEP guidelines of the district allow it, it is permissible.

What survey type should combined classes take?

All combined students of the same teacher during the same survey date in Infinite Campus receive the same survey type regardless of student grade level. It is recommended that selection of the survey type be chosen according to the most common grade level within the group.

Other Professionals FAQ

How can our district collect evidences? Can we still participate in the other professional STUDENT survey?

Yes. The other professional's STUDENT survey is completed using Survey Monkey, Scan-Tron, or other modes. No access to Infinite Campus is needed.

Who takes the survey?

Each district decides upon the survey protocol. Refer to the district CEP for guidance.

Who administer the survey(s)?

Follow the district's CEP.

Do other professionals have to complete STUDENT surveys during the same date as teachers?

No. The window is determined by the district's CEP; however, as many other professionals see students on a limited basis over several weeks, it may be appropriate to have surveys for other professionals available to administer over a longer period of time.

How is the feedback from the STUDENT survey used for other professionals?

Please review the guidance outlined in the district CEP.

Is my district required to use the survey items/questions provided by KDE?

No. Districts and educators are encouraged to review the guidance outlined in the district CEP.

How many students take the survey?

Districts using paper/pencil and other modes decide upon the number of students surveyed. This may be individual students from multiple grade levels or classes, or it may be a combination of classes with whom the other professional has worked.

How should students be prepared to take the survey?

All districts are encouraged to review the STUDENT survey questions with their students and define or clarify word meanings or the meaning/intent of questions. Students need to be informed of the purpose of the survey and that all responses are anonymous.

How are ELL and ASL students accommodated for other professionals?

Spanish translations and American Sign Language videos are available to assist students of other professionals.

When do other professionals receive the results of the STUDENT survey?

Districts determine when paper/pencil or other modes survey results are available.

How is STUDENT survey for other professionals associated with the Certified Evaluation Plan (CEP)?

If a district has determined STUDENT survey results may be used as a source of evidence, the guidelines and procedures will be defined in the CEP.