

Administering Parent and Teacher Surveys

To receive parent and teacher feedback, we have schools administer two anonymous, online surveys: the *2018-2019 NYSED Charter School Office Parent Survey* and the *2018-2019 NYSED Charter School Office Teacher Survey*. Please encourage all parents and teachers to participate, as the greater the return rate, the more comprehensive the CSO findings will be. This important feedback will be reported in each school's mid-term site visit report, specifically in Benchmark 2 (Teaching and Learning) and Benchmark 3 (Culture, Climate and Family Engagement). Low return rates will negatively affect the findings in those benchmarks. The CSO minimum return rate for teachers is 80%. There is no minimum return rate for parents; however, the school's outreach efforts and the return rate will both be taken into consideration when making a Benchmark 3 finding.

Please note:

- As soon as possible, and no later than Friday, February 15, 2019, please send the attached survey instructions to all parents and teachers.
- Surveys are to be completed by 3:00 PM on March 8, 2019.
- As soon as survey announcements are distributed, email the following to the charterschools@nysed.gov, with the subject line reading: *XX CS Mid-Term Surveys*:
 - **For Parent Surveys:**
 - Copies of emails/reminders sent to parents;
 - Scanned copies of hard copies (newsletters, flyers); and/or
 - URLs where the information has been posted.
 - **For Teacher Surveys:**
 - Copies of emails/reminders sent to teachers with instructions; and the
 - Total number of teachers currently employed at the school. See definition of "teacher" on page 3

If you have any questions, please email us at charterschools@nysed.gov, with the subject line reading: *XX CS Mid-Term Surveys*

2018-2019 NYSED Charter School Office Parent Survey

- Please send the instructions below to all parents. Some schools have indicated that they have been successful in maximizing the parent return rate by using Class Dojo, text messages, robo calls, newsletters, open houses, and school website postings.
- Because this survey can only be completed online, please ensure that you include language in your outreach efforts letting parents know of their options to access a computer if they need one.

The New York State Education Department's Charter School Office (CSO) supports the Board of Regents' Oversight Plan for each Board of Regents-authorized charter school. As part of its oversight processes, the CSO conducts mid-term site visits, generally to schools in their 3rd year of a full 5-year charter term, or at the mid-point of shorter charter terms.

A CSO team, usually comprised of two to three members, will conduct a mid-term site visit at the **XX** Charter School in the next few months. As part of its evidence gathering, the CSO values your feedback, as a parent of a student attending this charter school

To hear from all parents, we request participation in an anonymous parent survey. To complete the brief survey, please go to: <https://www.research.net/r/nysedcsoparentsurvey> and enter the password: **CSOParent**. **Please select the accurate charter school name.**

This survey can only be completed online. It will take approximately 10-15 minutes to complete and must be completed in one sitting, as you cannot save it and return to it later. Survey results are due to the CSO by 3:00 PM on March 8, 2019.

Thank you for your participation in this survey. We greatly appreciate your valuable feedback.

The New York State Education Department's Charter School Office

2018-2019 NYSED Charter School Office Teacher Survey

- We have defined “teachers” as those who provide direct instruction to students, such as a kindergarten teacher, grade level teacher, high school chemistry teacher, special education, English as a new language, or special area teacher (art, music, technology). We are not considering counselors, teacher assistants, or social workers to be teachers.
- Schools have indicated that teachers have experienced issues when they tried to take the survey using computers in a common area (e.g.: technology lab, staff lounge). They received a message that the survey had been completed and they were denied access. This is because Survey Monkey won't let a person take one survey more than once from the same computer. They had more success using their own computers or laptops assigned to them.

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To complete the survey, please go to <https://www.surveymonkey.com/r/NYSEDteacher> and enter the password **CSOTeacher**. **Please select the accurate charter school name.**

This survey can only be completed online. It will take approximately 20 minutes to complete and must be completed in one sitting, as you cannot save it and return to it later. Survey results are due to the CSO by 3:00 PM on March 8, 2019.

Thank you for your participation in this survey. We greatly appreciate your valuable feedback.

The New York State Education Department's Charter School Office