

## 5Essentials Survey – Frequently Asked Questions

### 1. Which schools may participate in the survey?

Participation in the survey is entirely voluntary. A district may choose to include all schools, a selection of schools, or no schools.

For 2018-19, interested districts should submit a list of participating schools, including the name and email address of each school's principal, to the Bureau of School Improvement (BSI) at [bsi@fldoe.org](mailto:bsi@fldoe.org) no later than September 28, 2018. The email must also include the name and email address of the designated district 5Essentials contact; this contact will receive all communications from BSI and UChicago Impact and will be responsible for supporting their participating schools throughout the process.

### 2. Who participates in the survey?

All teachers and students in grades 4-12 of participating schools will complete a survey. For teachers, at least eight valid respondents and a 50 percent response rate is required to receive a report; for students, at least 10 valid respondents and a 50 percent response rate is required.

Additionally, there is a parent survey component available, but each district must opt-in to administer this survey. All participating schools in the district would need to administer the parent survey; the district cannot choose to administer to some, but not to others. For parents, a 20 percent response rate is required to receive parent response data. It is worth noting that the parent survey response data is delivered within the 5Essentials reporting site, but does not affect the 5Essentials scores, which are based on teacher and student response data.

### 3. How much does participation cost?

The cost per school will not exceed \$1,548, but may be reduced based on the number of participating schools. This cost includes preparation, administration, scoring and reporting.

The parent survey costs an additional \$200 per school to administer; therefore, the total cost per school for a district that opts-in to the parent survey component will not exceed \$1,748.

### 4. When will the survey be administered?

For the 2018-19 administration, the survey window will open on Tuesday, January 22, 2019, and close on Friday, February 22, 2019.

### 5. How do participants access the survey?

The survey is only available online. Teachers receive an email invitation with a unique username and password; students log in using their student ID and birthdate. Parents access the survey through a direct link, which will be provided to the district and school.

Although students must complete the survey at the school site, teachers and parents are able to complete the survey offsite (e.g., home, local library). Schools may want to consider designating a date and/or time for parents to complete the survey at the school; this will facilitate survey completion for those who may have limited access to or comfort with technology.

### 6. How long does the online survey take to complete?

On average, the student and teacher surveys takes about 20 minutes to complete; however, it is suggested that each participant allots 30 minutes. The parent survey takes about 10 minutes to complete.

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### 7. What identification number should students use to access the survey?

Student identification numbers will be provided by the district, and may either be locally assigned identification numbers or Florida Education Identifiers.

It is worth noting that the survey coordinator(s) identified by each principal in the online survey administration dashboard will have access to the school's student roster so they may support survey administration. It can be helpful to print and have these rosters available, in case the identification number is not commonly known.

### 8. Who should complete the teacher survey?

Per UChicago Impact, the teacher survey should be completed by certified teachers whose primary responsibility involves teaching students for the majority of the school day and year. Individuals in the following positions are encouraged to participate:

- Self-contained and subject-specific classroom teachers
- Instructional coaches and subject matter specialists
- Teacher aides and paraprofessionals
- Special education teachers working in a single classroom or across classrooms
- Counselors, librarians, social workers, or other staff members who teach students

Individuals in the following positions are ineligible to participate in the survey:

- Principals
- Assistant principals
- Student teachers
- Substitute teachers
- Tutors

### 9. The survey site allows students and teachers who are not represented in the rosters to complete provisional surveys. How long should a student/teacher be enrolled/employed at the school to be eligible to complete a survey?

Students and teachers should be in the school building for at least 30 days prior to completing the survey to allow them enough time to form opinions about the school, classmates, and teachers. Provisional surveys completed by students and teachers who have been in the school building less than 30 days will not be validated.

### 10. Which web browser should be used to access the online survey?

Any of the following browsers may be used to access and complete the survey:

- Chrome, any version
- Edge, any version
- Firefox, v4 or newer
- Internet Explorer, v7 or newer
- Safari, v5 or newer

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### 11. When will survey results be delivered?

The 5Essentials Reports for the 2018-19 cycle are projected to be released the week of April 22, 2019.

Superintendents and principals of participating schools receive an email invitation to access the report; superintendents are able to access a district-level report and individual school results, whereas principals are able to access the results for their school only. Once logged in to the reporting site, these stakeholders will be able to share access to the reports electronically with others and/or download sections of the report to save or print.

### 12. How will participants be supported in preparing for survey administration, accessing reports, and interpreting results?

District leaders, principals and school leadership teams must complete a two-part, online training program as outlined below. Both courses are posted at [https://www.floridacims.org/e\\_learning\\_resources](https://www.floridacims.org/e_learning_resources).

#### **Course I: 5Essentials Survey Orientation**

*Audience: District leadership, school principals, school leaders*

*Timing: Must be completed 2-3 weeks before opening of survey window*

This course introduces the 5Essentials Survey and the research behind the tool to prepare your school or district for survey administration. It includes detailed instructions for administering the survey to students, teachers, and parents.

#### **Course II: Navigating the 5Essentials Reporting Site**

*Audience: District leadership, school principals, school leaders*

*Timing: Must be completed prior to release of survey results*

This course prepares schools and districts for the release of the online 5Essentials Reports. It includes scoring and report delivery information as well as guidance for navigating the reporting site.

Any school or district that would like assistance using 5Essentials Survey results in needs assessments, problem solving and/or development of school improvement plans (SIPs) or District Improvement and Assistance Plans (DIAPs) may request support from their Differentiated Accountability (DA) regional team.

At any point in the survey cycle, schools or districts may also contact 5Essentials Client Services for additional support by calling 1-866-440-1874 or emailing [impact-surveys@uchicago.edu](mailto:impact-surveys@uchicago.edu).

*Additional FAQs and help articles created by UChicago Impact can be found at <http://help.5-essentials.org/>.*