

2018-19 5Essentials Survey Timeline

Who	What	When	
	Planning for Survey Administration	July 1	January 21
District	Submit a list of schools that will administer the 5Essentials Survey to FDOE; designate a district 5Essentials contact	September 28, 2018	
FDOE	Submit list of participating districts and schools to UChicago Impact	September 28, 2018	
FDOE	Provide district 5Essentials contact with contract and roster templates	Rolling, as commitment to participate is made	
District 5Essentials contact	Ensure the original, signed copy of the contract is mailed to and received by UChicago Impact	November 2, 2018	
District 5Essentials contact	Submit school, staff, and student rosters to UChicago Impact	November 30, 2018	
UChicago Impact	Load staff and student rosters into the survey system	December 3, 2018- January 11, 2019	
District leaders, principals, school leadership teams	Complete the 5E Survey Orientation e-learning course	December 2018/January 2019	
UChicago Impact	Provide superintendents, district 5Essentials contacts, and school principals with access to the survey administration dashboard	January 14, 2019	
Principals	Access the survey administration dashboard to verify roster information and assign a survey coordinator	January 14-16, 2019	
	Online Survey Administration	January 22	February 22
Principals and survey coordinators	Administer the 5Essentials Survey to students, teachers, and families	January 22-February 22, 2019	
UChicago Impact and FDOE	Provide technical support to schools as needed	January 22-February 22, 2019	
	Survey Scoring and Data Quality Assurance	February 25	April 19
UChicago Impact	Validate provisional surveys and complete survey scoring process	February 25-April 19, 2019	
District leaders, principals, school leadership teams	Complete the 5E Navigating the Reporting Site e-learning course	March/April 2019	
	Survey Reporting and Analysis	April 22	July 31
UChicago Impact	Provide superintendents and school principals with access to the 5Essentials Report(s)	Week of April 22, 2019	
District and schools	Use 5Essentials data in needs assessments, problem solving, and development of school improvement plans	May-July 2019	