

2017-18 5Essentials Survey Timeline

What	Who	When	
Planning for Survey Administration		August 21	January 22
Submit a list of schools that will administer the 5Essentials Survey to FDOE; designate a district 5Essentials contact	District	October 31, 2017	
Submit list of participating districts and schools to UChicago Impact	FDOE	November 3, 2017	
Provide district 5Essentials contact with contract and roster templates	FDOE	November 3, 2017	
Ensure the original, signed copy of the contract is mailed to and received by UChicago Impact	District 5Essentials contact	December 1, 2017	
Submit school, staff, and student rosters to UChicago Impact	District 5Essentials contact	December 15, 2017	
Load staff and student rosters into the survey system	UChicago Impact	December 18, 2017-January 5, 2018	
Complete the 5E Survey Orientation e-learning course	District leaders, principals, school leadership teams	December 2017/January 2018	
Provide superintendents, district 5Essentials contacts, and school principals with access to the survey administration dashboard	UChicago Impact	January 11, 2018	
Access the survey administration dashboard to verify roster information and assign a survey coordinator	Principals	January 11-17, 2018	
Online Survey Administration		January 23	February 23
Administer the 5Essentials Survey to students, teachers, and families	Principals and survey coordinators	January 23-February 23, 2018	
Provide technical support to schools as needed	UChicago Impact and FDOE	January 23-February 23, 2018	
Survey Scoring and Data Quality Assurance		February 26	April 20
Validate provisional surveys and complete survey scoring process	UChicago Impact	February 26-April 20, 2018	
Complete the 5E Navigating the Reporting Site e-learning course	District leaders, principals, school leadership teams	March/April 2018	
Survey Reporting and Analysis		April 23	July 31
Provide superintendents and school principals with access to the 5Essentials Report(s)	UChicago Impact	Week of April 23, 2018	
Use 5Essentials data in needs assessments, problem solving, and development of school improvement plans	District and schools	May-July 2018	