

5Essentials

Communication Kit

September 2018

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1 Press Release

For Immediate Release:

Contact:

Name

Title

District or Organization

Phone Number

E-mail)

[District] Administers 5Essentials Survey to Improve Student Learning

Students, parents, and teachers weigh in on school culture and learning conditions

[Insert Date] - [District] will join the Florida Department of Education in the survey of school climate and learning conditions, a unique opportunity for students and teachers to have a voice in improving their schools. From January 22 through February 22, students and teachers will be asked to take a 30-minute, research-based survey to help identify strengths and weaknesses in their school's learning environment. A supplemental parent survey will also be available to parents of school-aged children.

The 5Essentials Organizing Schools for Improvement Survey provides a comprehensive picture of a school's organizational culture in an individualized report measuring five "Essentials" critical for school success:

- Effective Leaders
- Collaborative Teachers
- Involved Families
- Supportive Environment
- Ambitious Instruction

The 5Essentials is an evidence-based system that reliably measures changes in a school organization. Based on over 20 years of research conducted by the University of Chicago Consortium on School Research, the 5Essentials Survey identifies schools' strengths and weaknesses through student and teacher voice. Research has shown that schools strong on three or more of the 5Essentials were 10 times more likely to improve student test score growth and 30 times less likely to stagnate than similar schools that were weak on the Essentials.

Generated from a rigorous analysis of student and teacher survey responses, 5Essentials Reports demonstrate that what students and teachers say about their schools can serve as important indicators for school success.

This year, [Insert District/School Name] will administer the survey to students and teachers to better track and inform progress on the 5Essentials.

Principals, superintendents, and other system leaders will receive their 5Essentials Reports in late April 2019.

2 Teacher Announcement Letter

Dear Teacher,

Beginning January 22, you will have the opportunity to participate in the Florida 5Essentials Survey. This opportunity allows you to share your views on important elements of school effectiveness. The results from the survey will provide a rich picture of the inner workings of your school from an organizational perspective.

On behalf of the Florida Department of Education, [UChicago Impact](#) will administer the 5Essentials Survey online. This survey is based on the Five Essentials for School Success, an evidence-based framework developed by the University of Chicago. This framework identifies how school performance on five factors or “Essentials” can lead to important student outcomes, including improved attendance and larger test score gains.

Prior research has shown that schools strong on three or more of the 5Essentials were 10 times more likely to improve student learning gains than schools weak on three or more of the Essentials. Those 5Essentials are:

- Effective Leaders
- Collaborative Teachers
- Involved Families
- Supportive Environment
- Ambitious Instruction

School-level 5Essentials Reports will be generated from carefully analyzed survey data if at least 50 percent of teachers respond to the survey. Reports will be sent to schools and districts in late April 2019. The reports will include the results of rigorous statistical analyses of raw data as well as detailed question response rates, such as the percent of teachers who find their schools’ professional development initiatives helpful. Student and teacher identities will be kept completely confidential and responses will not be linked to individual students or teachers. Information on the confidentiality of the survey can be found on the 5Essentials [website](#).

Survey administration begins Tuesday, January 22. On that day, teachers will receive an email with unique username and password to log-in to the survey and participate. All responses are completely confidential. No names or other unique identifiers are connected with individual responses or used in any report.

If you have any questions about the survey, please contact 5Essentials Customer Support at 1-866-440-1874 or impact-surveys@uchicago.edu.

Sincerely,

[Insert Signature]

3 Teacher Survey Reminder Letter

Dear Teacher,

Please take the opportunity to share your voice by completing the Florida 5Essentials Survey. As I noted in my earlier email, the 5Essentials Survey provides important information about a school's learning conditions and organizational culture. To receive this data, at least 50 percent of teachers must participate in the survey.

No individual teachers or students will be identified in the school reports, and no individual level survey responses will ever be shown to your schools. We guarantee that survey responses will never be connected to your name. School-level 5Essentials Reports only present aggregated information, such as the percent of teachers who agree that they feel respected by parents.

This is your opportunity to give feedback on how your school is doing. By responding, you can anonymously bring attention to issues and concerns at your school. I urge you to participate in this short survey to help improve your school.

If you have any questions about the survey, please contact 5Essentials Client Services at 1-866-440-1874 or impact-surveys@uchicago.edu.

Sincerely,

[Insert Signature]

4 Parent Survey Announcement Letter

Dear Parent,

Beginning January 22, teachers, parents, and students across the district will have an opportunity to participate in the 5Essentials Survey. This survey is designed to generate a detailed picture of the inner workings of your child's school. As a parent, this opportunity will allow you to share your thoughts on the important elements of school effectiveness in a survey about your child's school.

The 5Essentials Survey will be administered online by UChicago Impact at the University of Chicago. The survey gathers data related to five indicators that can predict important student outcomes, including improved attendance and larger test score gains. These five indicators that affect and predict school success are:

- Effective Leaders
- Collaborative Teachers
- Involved Families
- Supportive Environments
- Ambitious Instruction

Prior research has shown that schools that were strong on at least three of these "5Essential" indicators were 10 times more likely to improve student learning gains in math and reading than those that were weak on three or more Essentials.

All teachers and students in grades 4-12 will be responding to this survey. 5Essentials Reports will be generated for schools if their teachers and/or students meet the response rate threshold of 50 percent. These reports will be sent to schools and districts in April 2019.

Additionally, our district has chosen to provide the 5Essentials parent survey. If at least 20 percent of [school name] parents complete this survey, a parent supplement will also be generated.

Your participation in the parent portion of the survey will help us understand the conditions at your child's school and guide improvement. Your identity and survey responses will be kept completely confidential and will never be connected to you or your child.

The 5Essentials Survey will be conducted January 22 – February 22, 2019. To take the survey please visit <https://survey.5-essentials.org/florida/survey/parent/>.

Sincerely,

[Insert Signature]

5 Parent Notification of Student Survey Letter

[Insert Date]

Dear Parent or Guardian,

We are writing to inform you about a student survey that will be administered at your child's school called the 5Essentials Survey. This survey, developed by the University of Chicago Consortium on School Research, asks students about their experiences in school. Having direct information from students is critical for developing plans to improve schools.

Students' identities will be completely confidential. Teachers or administrators will never see individual responses to survey questions, only summary level responses, such as the percentage of students who agree homework assignments help them learn the course material.

Please be aware that under the Protection of Pupil Rights Act, 20 U.S.C. Section 1232(c) (1) (A), you have the right to review a copy of the questions asked of your student(s). Survey questions can be requested of your school or district.

If you **DO NOT** want your daughter or son to participate, fill out the information below and ask your child to return this sheet to his or her teacher.

Thank you for your cooperation,

UChicago Impact

School Name: _____ Room # _____
(Please Print)

I **DO NOT** want my child, _____, to take part in the 5Essentials Survey.
CHILD'S NAME (PLEASE PRINT)

SIGNATURE OF PARENT OR GUARDIAN

DATE

UChicago Impact is a non-for-profit organization located at the University of Chicago. Our purpose is to provide tools and supporting services that create reliably excellent schooling for students in urban America.