

**2015-2016
21st CCLC End-of-Year Stakeholder Surveys:
Teacher, Students, and Adult Family Members
(May 2016 Reporting Period)**

End-of Year Stakeholder Survey Requirements

21st CCLC subrecipients are required to administer surveys to 21st CCLC participating **students** and their **adult family members** and their **school-day teachers**. The ***End-of-Year Teacher, Students, and Adult Family Members Survey Data*** deliverable is a May 2016 reporting period deliverable. It must be uploaded to the 21st CCLC Deliverables page, being fully compliant with grant requirements, by June 15, 2016.

The deliverable requirements for the End-of-Year Stakeholder Surveys are as follows:

1. **End-of-Year Teacher, Students, and Adult Family Members Survey Data.** This documentation is a May 2016 deliverable that must be uploaded by June 15, 2016. The documentation will be the spreadsheets of End-of-Year Teacher, Students, and Adult Family Members Survey Data from the FDOE-approved stakeholder surveys.
2. **Surveys.** The teacher and student surveys must be received by the 21st CCLC Administrative Team by **Friday, May 6, 2016**. This means that surveys must be completed electronically by May 6, 2016. The website hosting the electronic surveys will be closed after this date. Guidance and due dates for the adult family member surveys will be provided soon.

Electronic surveys are located at <http://florida21stcclc.usf.edu/surveys/>. This web address will take respondents to a webpage with links for the following surveys:

- 21st CCLC Teacher Survey of Student Improvement
- 21st CCLC Student Satisfaction Survey
- 21st CCLC Family Member Satisfaction Survey
- Encuesta de Satisfacción de Padres de 21st CCLC (Spanish Family Member Survey)
- 21st Sondaj CCLC pou Satisfaktyon Paran (Creole Family Member Survey)

Guidance and access to the adult family member survey will be available shortly. Subrecipients will also receive print-ready PDF adult family member survey documents designed specifically for their program centers which they can print and distribute as needed. Below is an individualized list of program center names and numbers corresponding to the online survey drop-down menu.

Program Center Name(s):

- 396. Florida County School District: Mockingbird High School**
- 397. Florida County School District: Orange Blossom Community Center**
- 398. Florida County School District: Sunshine Elementary School**

For subrecipients to receive a file with survey data linked to their specific program and centers, it is **critical that each survey respondent select the accurate program center name** from the drop-down menus of the electronic surveys.

Detailed information and recommendations for the administration of each of the surveys as well as sample notification letters are provided in the remainder of this packet.



2015-2016 21st CCLC Teacher Survey of Student Improvement Guidance

Teacher surveys on student improvement need to be completed by school-day teachers to assess the educational behaviors/performance of students participating in 21st CCLC programs. Each subrecipient is required by the United States Department of Education (USED) to report their teachers' surveys to the **federal data collection system** annually. Data obtained from these teacher surveys will also be used in the subrecipient's summative evaluation report and in the statewide summative evaluation report. Please see the following guidelines for administering the teacher surveys.

- Teacher surveys are **available online** at: <http://florida21stcclc.usf.edu/surveys/>. Once at this webpage, the teacher will be instructed to click the teacher survey link.
- For every student who is a **regular attendee (30 days or more)**, select one of his or her regular school-day teachers to complete the teacher survey. For elementary school students, the teacher should be the regular classroom teacher. For middle and high school students, a **mathematics or English teacher** should be surveyed. In selecting which teacher to survey, you should identify teachers who are not employed by the 21st CCLC program. Only in cases where this is not possible, can a teacher who is also serving as 21st CCLC program staff be selected as the teacher to complete the survey. There should be one teacher survey filled out for every student identified as a regular attendee.
- **It is not necessary for all surveys for a given center to be completed by the same teacher** (e.g., the teacher survey for John could be completed by his English teacher, Mr. Smith and the survey for Sarah could be completed by her math teacher, Mrs. Perez).
- **Survey response options are divided into two groups:** (1) **Did Not Need to Improve** indicating that the student had already obtained an acceptable level of functioning and no improvement was needed during the course of the school year and (2) **Improvement Warranted** indicating that the student was not functioning at a desirable level of performance on a given behavior. If the student needed improvement on a particular behavior, teachers are to rate the level of improvement during the school year. If a specific behavior is not applicable for the student (e.g., student is too young for homework), teachers should not provide a response for that question.
- Teachers will need to know **each student's identification code** to complete the survey. This is a unique code assigned to each 21st CCLC student. It should NOT be the student's social security number or name. You could use the unique school district code for each student or assign your own unique code to each student. Just be sure that (1) a different code (any unique string of numbers and/or characters) is assigned to each student and (2) that you maintain a list of the unique codes associated with each student's name for tracking purposes and for linking the survey data to individual students. The data file that the Research and Evaluation Unit (REU) sends back to each program will include only the student code. So, it is imperative that each program can link the student data to the appropriate student.

- Teachers will need to know the **grant name of your afterschool program and the name of the center** where the student attends. There is a question at the beginning of the survey which lists the program center name along with a corresponding number in a drop-down menu on the survey. The correct program center name **MUST** be selected or the data cannot be accurately linked to your program and centers.
- **A teacher letter template follows on the next page.** A notification letter is to be provided to each school-day teacher that will be asked to complete the survey. The sample letter that follows is set up so that program staff can circle/highlight the appropriate center name that the teacher will need to select from the electronic survey drop-down menu. Also included in the sample letter is a chart where program staff can fill in the student information before providing the letter to the teacher. An individualized list of program center names corresponding to the online survey drop-down menu options which can be used in the teacher notification letter is located in the sample letter template as well as **page 1** of this packet.
- Though not preferred, if there are logistical barriers to having teachers directly complete the survey online, the sample teacher survey available on the 21st CCLC website could be copied and distributed to teachers for completion on paper and later entered online. However, someone on your staff **must enter the teacher reported survey data online.** Please **do not mail paper teacher surveys** to the 21st CCLC Administrative Team.
- The 21st CCLC Administrative Team will **provide a teacher survey data spreadsheet** to the program's main contact via email once all data have been submitted and processed. Program centers will be identified within the spreadsheet.

Sample School-Day Teacher Survey Notification Letter

Dear Teacher,

School-day teachers of students regularly attending the 21st Century Community Learning Centers (CCLC) afterschool program are being asked to provide information about participating student's school-related behaviors to help evaluate the impact of the program. This information is required by the United States Department of Education (USED) and is critical for examining the impact of our program and the statewide 21st CCLC initiative. The information will also allow us to make programmatic improvements to better serve children and families in the future. The surveys are accessible at <http://florida21stcclc.usf.edu/surveys/>. Once at this center, select the *21st CCLC Teacher Survey of Student Improvement* link on the webpage. We greatly appreciate your assistance in completing this survey.

You will need the following information to complete the survey. A separate survey will need to be completed for each student listed in the table below.

Program Center Name: Select the appropriate center from the online survey drop-down menu:

396. Florida County School District: Mockingbird High School

397. Florida County School District: Orange Blossom Community Center

398. Florida County School District: Sunshine Elementary School

Student Name	Student Identification Code	Student Grade Level	Student Attendance (# days attending 21 st CCLC program this school year)
Jane Smith	10025	9 th	112
Mark Brown	10173	9 th	50
Michael Green	10036	10 th	62
Alice White	10047	11 th	101
Olivia Garcia	10101	10 th	83

Sincerely,

John S. Doe
21st CCLC Project Director
Florida County School District
johndoe@fcsd.xxx
(555) 555-1234

2015-2016 21st CCLC Student Satisfaction Survey Guidance

WHO should take the survey? Students completing this survey should be on the official attendance list for your program. All students in grades 3 to 12 who have participated in at least one day of your 21st CCLC program during the 2015 to 2016 program year should complete a survey. Though recommended for 3rd grade and higher, the survey may also be completed (if desired) by children in grades kindergarten to 2nd with staff assistance.

WHAT is assessed and **WHY** take the survey? The data from the Student Satisfaction Survey provides information to assess student perceptions of each program center. The information gathered will be used in the subrecipient summative evaluation report and to guide continual program improvement.

WHERE is the survey? The Florida 21st CCLC Student Satisfaction Survey is available on-line at the following link: <http://florida21stcclc.usf.edu/surveys/>. Once at this webpage, students need to click the student survey link.

HOW and **WHEN** to administer the survey?

- The survey should be administered through **Friday, May 6, 2016**.
- The survey will take most students about 15 minutes to complete.
- Adult support should be available as students complete the survey but adults should take care not to influence the students' responses.
- Students may need assistance selecting the **Program Center Name** at the beginning of the survey which is listed along with a corresponding number in a drop down menu of the survey. The individualized list of program center names corresponding to the online survey drop-down menu options can be found on **page 2** of this packet.
- The correct program center name **MUST** be selected or the data cannot be accurately linked to your program and centers. Strategies such as the following are recommended to ensure students select the correct center:
 - Write the program center name and number on the whiteboard/chalkboard or create and post a sign with this information.
 - Attach the program center name and number to each student's computer or desk.
 - Provide strips of paper to each student with the program center name and number.
- Assure students that there are no "right or wrong" answers and that they only need to provide their honest opinion.
- Younger students or those students with limited proficiency may need more hands-on assistance in completing the survey.
- Some items are only required of students in 6th through 12th grades.

The 21st CCLC Administrative Team will **provide a student survey data spreadsheet** to the program's main contact via email once all data have been submitted and processed. Program centers will be identified within the spreadsheet.