
2013 Stakeholder Satisfaction Survey Administration

– Administration Schedule and Important Information for Principals –

ADMINISTRATION SCHEDULE (Revised 03/11/13)

March 4, 2013.....	Place materials order for 2013 administration
March 8, 2013.....	Receive materials for 2013 administration
March 11, 2013.....	Generate survey masters for 2013 administration
March 11 – 28, 2013.....	Generate survey material packages for schools
March 28, 2013.....	DELIVER SURVEY MATERIAL PACKAGES TO SCHOOLS
April 8 – 12, 2013.....	2013 SURVEY ADMINISTRATION WINDOW
April 12, 2013.....	ALL SURVEYS DUE BACK TO DAVID SUTTON BY 4:30 PM
April 15 – 19, 2013.....	Scan survey documents
April 22 – 26, 2013.....	Conduct data analysis
April 29, 2013.....	Survey data preview window for principals and district administrators
May 6, 2013.....	Report composite results to the Transylvania County Board of Education
May 6, 2013.....	2013 SURVEY RESULTS POSTED ON INFO ANALYSIS WEBSITE

IMPORTANT INFORMATION FOR PRINCIPALS

1. *Stakeholder Satisfaction Surveys* for staff members AND *Central Services Satisfaction Surveys* will be administered online again this year. Invitations to participate in each of these online surveys accompany your shipment of paper surveys for students and parents. **Give ONE invitation to participate in EACH survey to faculty and staff members according to the participation guidelines in #2 below.**
2. *Stakeholder Satisfaction Surveys for Staff* are intended for all certified personnel AND all non-certified personnel serving in an instructional capacity. *Stakeholder Satisfaction Surveys for Parents* are intended for the parents of all students in grades K – 12. *Stakeholder Satisfaction Surveys for Students* are intended for all students in grades 3 – 12. **Please see the enclosed document, “Who Participates In Each Survey?,” for a complete listing of populations who should participate in each survey.**
3. *Central Services Satisfaction Surveys* are intended for all employees EXCEPT bus drivers and Child Nutrition workers.
4. Instructions are provided at the top of each survey document. Principals may choose to send a note home to encourage parent participation – this has worked very well for several schools in the past.
5. Please encourage respondents to provide thoughtful and valid feedback since the results are used in school and departmental improvement planning.
6. Please **DO NOT** fold, staple, crumple, or tear survey documents – damaged survey documents will be discarded.
7. Please **DO NOT** review individual survey responses prior to returning them for scanning. Individual responses do not provide statistically valid feedback, and respondents have described feeling uncomfortable about seeing their surveys individually reviewed in the past.
8. All survey materials should be returned to David Sutton **NO LATER THAN 4:30 PM ON FRIDAY, APRIL 12, 2013**. Survey documents returned afterward may be excluded from your school’s results.
9. Please contact David Sutton with any questions or for clarification about any part of the survey process.