

# GUIDANCE FOR THE ADMINISTRATION OF THE WEST VIRGINIA SCHOOL LEARNING ENVIRONMENT SURVEYS



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## GUIDANCE FOR THE ADMINISTRATION OF THE WEST VIRGINIA SCHOOL LEARNING ENVIRONMENT SURVEYS

### INTRODUCTION

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To ensure a positive and supportive learning experience, county school districts and schools should engage in a data-driven planning process, identify its needs, and implement interventions targeting those needs. To support that process the *West Virginia School Learning Environment Surveys* are provided so that schools may gather information about the learning and teaching environment and social emotional well-being of students. The information contained herein is provided to help ensure that the survey administration process will go as efficiently and problem free as possible.

There are three surveys: a student survey, a staff survey, and a parent survey. For students, two versions are available; one for elementary age students in grades 3 through 5, and the other for middle and high school age students. All are administered online via the Internet.

Every effort has been made to minimize local responsibilities for carrying out the surveys, but still there are tasks involved in successfully conducting the surveys that must be done locally. These tasks include, but are not limited to, distributing consent forms to parents, scheduling the school computer labs for students to take the survey, and encouraging participation in both the staff and parent surveys. The tasks are described in more detail in later sections. Several documents and forms that must be used are provided in the Appendix. They include:

- *The Appendix*
- *Student Survey Parental PASSIVE CONSENT Form* (page 11) or the *Student Survey Parental ACTIVE CONSENT Form* (page 13). See the STUDENT SURVEY INFORMED CONSENT section (page 4) for a more detailed description of parent consent options.
- *Student Survey Proctor Instructions* (page 15)
- *Confidentiality Statement* (page 17)
- *Introductory Script for Student Survey Administration* (page 19)
- *Student Survey Participation Form* (page 21)
- *Sample Parent Survey Invitation* (page 23)

### IDENTIFY DISTRICT AND SCHOOL SURVEY COORDINATORS

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Schools wishing to participate in the surveys should designate a person at the school to serve as a survey coordinator. Survey coordinators should lead survey planning, scheduling, and administration at each school, and ensure the administration of surveys is carried out in a manner that is consistent with the instructions provided herein. The coordinators also will serve as the primary contact for matters related to the surveys—i.e., the person to which instructions, reports, or any other communication will be delivered. Schools shall provide contact information for the survey coordinator as part of the registration process (See the *Survey Registration* section below).

The designated coordinators should also seek assistance from the respective TA providers should such assistance be needed. Survey coordinators and TA providers should work in schools to build awareness of and support for the surveys. It is very important that information about the surveys has been sufficiently communicated, and that any TA and planning assistance needed has been and continues to be provided.

It is important that principals strongly communicate the value of the survey(s) and their expectations that teachers willfully support and comply with all procedures. The most successful surveys have occurred when

the school administration has clearly expressed its expectations for success to the staff.

## SURVEY REGISTRATION

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The surveys typically are offered in both the fall and spring semesters each school year, and the survey windows are typically a minimum of six weeks in duration. Dates during which the survey windows occur are announced in weekly Superintendent Update.

Districts and/or schools committed to conducting the surveys should register to participate at least two weeks prior to when they intend to administer the surveys. A link to the survey registration can be found at <https://wvde.us/data-management-information-systems/education-data/west-virginia-school-climate-survey/>, as are the dates that the registration process is scheduled to open and to close.

Approximately one week prior to the opening of the survey window, all schools registered to that point will receive instructions for administering the surveys at their schools. These will be sent by e-mail to the survey coordinators identified in the registration process. Thereafter, and running through the end of the survey registration process, instructions will be emailed on a weekly basis.

## STUDENT SURVEY INFORMED CONSENT

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Participation in any of the three surveys is voluntary, yet in accordance with the Family Educational Rights and Privacy Act (FERPA) with regard to student surveys, it is necessary for parental informed consent procedures to be carried out. At a minimum, passive parental consent must be used and is recommended. With passive consent, parents are informed of their rights and the rights of their child(ren) as survey participants, and parents sign and return a consent form **only if they do not** grant permission for their child(ren) to participate. If using passive consent, **no student surveys shall be conducted until parents have been provided a copy of the survey consent form and given adequate opportunity to withhold consent for their child or children to participate.**

Active consent procedures may also be used. With active consent, parents are informed of their rights and the rights of their child(ren) as survey participants. However, parents must sign and return a consent form to indicate that **they do** grant permission for their child(ren) to participate. If using active consent, **no student surveys shall be conducted until parents have been provided a copy of the survey consent form and given adequate opportunity to return a signed consent form indicating their child or children have permission to participate.**

Districts and/or schools are responsible for distributing student survey consent forms to parents. Districts and/or schools also are responsible for tracking the return of consent forms and maintaining a record of students whose parents have withheld consent. Generic versions of both passive and active consent forms suitable for the student surveys are provided in the Appendix. They also may be obtained in both pdf and MS Word formats at <https://wvde.us/data-management-information-systems/education-data/west-virginia-school-climate-survey/>.

Ideally, consent forms should be sent to parents at the beginning of the school year, and once again at least two weeks prior to the surveys, to ensure that an adequate attempt has been made to inform parents about the survey and provide consent forms. Should schools decide to conduct the survey after the beginning of school year, the forms should certainly be distributed at least two weeks prior to the scheduled survey date(s). In addition, schools should document their attempts to notify and provide consent forms to parents.

Survey responses shall be anonymous and confidential. Also, as noted, participation in the surveys is voluntary; students, parents, and staff may choose not to participate at all; not to answer any questions they do not want to answer; and they may withdraw from participation at any time without penalty or loss of

benefits.

## MONITOR CONSENT FORM RETURNS

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A critical step in the consent process is monitoring the return of forms with which parents have indicated they do not want their child(ren) to participate. The method chosen for monitoring returns may vary by school. By whatever method, **it is extremely important that schools carefully track the return of forms so students whose parents withheld consent are not surveyed.**

It may be better to have a single person or office identified that is responsible for monitoring the consent process and documenting students for which consent has been withheld. This will help prevent students without consent from slipping through the cracks and being surveyed.

## ACCOMMODATIONS FOR STUDENTS NEEDING ASSISTANCE

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To facilitate participation of students with disabilities or who may need further assistance in being able to participate in the surveys, schools are advised to provide any accommodation a student may need for assessment or instruction. For students with disabilities, any accommodation provided should be appropriate and in accordance with students' Individual Education Plan (IEP). Guidance on recommended and allowable accommodations can be found at <https://wvde.us/assessment/participation-guidelines/>.

Note that any such accommodation may run counter to the guarantee of anonymity and confidentiality, so it is further recommended that the person providing the accommodation be required to sign and adhere to the confidentiality statement provided in the appendix of the survey guidance document.

## MAKE THE SURVEY QUESTIONNAIRES AVAILABLE FOR PUBLIC VIEWING

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Printable versions of all survey questionnaires are available at <https://wvde.us/data-management-information-systems/education-data/west-virginia-school-climate-survey/>. Note that these are printable renderings of the online questionnaires in pdf format, and may not appear as they do when conducted on the Internet. The content of the questions should be the same.

As a requirement of informed consent and as specified by FERPA, the student survey questionnaire must be *conveniently* available for staff and parents to review. This also helps put to rest concerns about the survey content. You may post the surveys on the district and the school websites. However, because many people don't have Internet access, you must also make them conveniently available at the district or school office. Similarly, posting all three surveys shows transparency and allows staff and parents to see how the three surveys are related.

## ENSURE CONFIDENTIALITY DURING ADMINISTRATION

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The conditions under which the survey is administered must preserve respondent privacy and the confidentiality of the responses. If administered to multiple people in large rooms or computer labs, ensure that the room set up prevents anyone from observing how individual respondents are answering questions. This is particularly a concern for use of large-screen monitors in conducting the surveys online.

## DISTRIBUTION OF SURVEY MATERIALS

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For each of the online surveys alphanumeric login codes will be required for each school. These codes shall be seven (7) characters in length and will take the form of a preceding letter ("S" for student surveys, "T" for

staff surveys, and “P” for parent surveys), followed by the three digit numeric district code plus the three digit numeric school code. All students, staff, and parents responding for a particular school will use the same respective login code as this will help assure anonymity. Examples are provided below.

**S095501** Student survey login code for district 095, school 501

**T095501** Staff survey login code for district 095, school 501

**P095501** Parent survey login code for district 095, school 501

## STUDENT SURVEY

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It usually is not necessary to conduct a census of all students enrolled in a school to obtain reliable data, although for logistical reasons schools may opt to provide all students the opportunity to complete the survey. If a school wishes to survey only a sample of students, the minimum sample size necessary to obtain reliable results will depend on the enrollment of the school or the selected grades to be surveyed; the margin of error one specifies for the sample (usually 5% is acceptable); the level of confidence that is specified (usually 95% is acceptable); and the method by which the sample is selected. For example, the minimum sample size for a randomly selected sample of students in a school with an enrollment of 500 students, assuming a 5% margin of error and 95% confidence level, would be 218 students. Generally the smaller the school the greater the proportion of students needed for reliable results. As such, smaller schools for which the minimum required sample size equals or exceeds 50% of enrollment are advised to survey all students. Also, to ensure that the minimum sample size is obtained, it is good practice to oversample—i.e. select more students to survey than the minimum number needed—to account for student absences, power outages, Internet disruptions, or other unforeseen events on the scheduled survey dates. For elementary schools, it is recommended that the student surveys be done as a census, that is, all students with consent are provided the opportunity to be surveyed.

Survey administration materials will be sent to the school coordinators by e-mail. The materials will include this guidance document and survey instructions for students at each participating school. The instructions will contain the school name, the Internet address at which the student survey may be accessed, and school-specific login information in accordance with the specifications described above.

Other documentation that will be needed for the student survey may be found in the Appendix. This includes the *Student Survey Proctor Instructions*, *Confidentiality Statement*, *Introductory Script for Student Survey Administration*, and *Student Survey Participation Form*. The *Student Survey Participation Form* (page 21) is designed to track the number of students who have permission and the number of students participating in the survey. **One Participation Form should be completed for each classroom of students completing the survey in computer lab.** When all eligible students at each school have completed the online survey, all finalized *Student Participation Forms* should be retained for documentation purposes, for a period of time determined by the school or school district to address any questions about classroom or school participation.

## STAFF SURVEY

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The staff survey should be conducted as a census—that is, all professional and support staff within a school should be provided an opportunity to participate. Survey administration materials will be sent by e-mail to the school survey coordinator. This will include staff survey instructions for each participating school containing the school name, the Internet address at which the staff survey may be accessed, specific login information, and instructions on how to fill out the survey online. The instructions shall be distributed—one



to each staff member at each school. Staff should follow the instructions and may fill out the survey online from any computer, either at school or elsewhere.

## PARENT SURVEY

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Getting parents to participate in the survey is a much more daunting challenge than for the student or staff surveys and as such schools should make every effort to ensure parents are aware of and have access to the survey. Survey administration materials will be sent to the school coordinator via e-mail. This will include parent survey instructions for each participating school containing the school name, the Internet address at which the parent survey may be accessed, school-specific login information, and instructions on how to fill out the survey online. Administration consists of getting information about the survey to all parents. Schools may send notices home with students, post notices at the school or on the school webpage, post on Edline, announce in a school newsletter, and by announcements and handouts at public meetings. Schools may think of additional ways to accomplish this task as well. A sample parent invitation letter is provided in the Appendix on page 23. Only one parent, guardian, or caregiver response per household is needed, even if there may be multiple siblings residing at the same address that attend the school.

## TRAIN SCHOOL COORDINATORS, TEACHERS, AND PROCTORS TO CONDUCT STUDENT SURVEYS

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At each school it will be necessary to have not only the school coordinator but also teachers or other staff to act as proctors as student surveys are done in computer labs, classrooms, or other settings. It is very important that all people involved in administering the student survey—school coordinators, teachers, proctors, etc.—thoroughly understand the importance of the survey and the tasks for which they are responsible. An overview of those responsibilities follows.

### SCHOOL COORDINATORS

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Ideally, school coordinators should ensure there are teachers or other staff assigned to proctor the student surveys, and that these persons are adequately prepared to administer the online student survey. They should also understand the information contained in the parent consent form and the number and identity of students whose parents have withheld consent. Additional topics school coordinators should understand include:

- The purpose, value, and requirements of the survey;
- A description of the consent process;
- The importance of maintaining standard and consistent survey administration procedures;
- Confidentiality and privacy issues;
- The school's survey administration schedule; and
- Their role in making sure school, class, and student participation is documented, including the completion of the *Student Survey Participation Form*.

### TEACHERS/PROCTORS

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It is most important that proctors uniformly follow the procedures provided in the *Student Survey Proctor Instructions* (page 15). If proctors are not fully informed and prepared, students may not take the survey seriously, or may not be able to complete the survey within the time period provided. Important topics for proctors to understand include:

- Computer lab/classroom setup and ensuring the online survey web address is accessible;

- Confidentiality and privacy issues, including what to do with the *Confidentiality Statement* (page 17);
- Where to refer students if they have questions or concerns arising from survey participation (see “Prepare to Answer Student Concerns” on page 8);
- The school’s survey administration schedule;
- How to present and administer the online survey to students, including the importance of reading the *Introductory Script for Student Survey Administration* (page 19); and
- How to correctly complete the *Student Survey Participation Form* (page 21). This form helps track the number of students whose parents withheld consent and the number of students that completed the survey. These numbers will be compared to the online information to verify participation should any questions arise.

## COLLECT SIGNED CONFIDENTIALITY STATEMENTS

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All staff involved in administering the survey must sign the *Confidentiality Statement* (page 17). This should be done prior to survey administration, but may be done on the day of the survey before any students are surveyed. The form is used to express that the commitment to confidentiality is serious and reinforces the survey administrator’s obligation to protect student privacy. A blank copy of the assurance should be made available for parents to view along with the survey instrument.

## PREPARE TO ANSWER STUDENT CONCERNS

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It is important that someone such as a counselor at the district and/or school level be available to students who have questions or concerns about their participation in the survey. Be sure staff know who this person is, and know where to send the students. This is one of the necessary procedures to reduce any potential risks to students from taking the survey.

## CONFIRM CONSENT

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Before the scheduled survey administration dates, school coordinators should make sure parent consent withdrawals are carefully tracked and documented. About one week before the scheduled school survey dates, the school survey coordinators should verify that lists of students for whom parents have withheld consent are being prepared for the teachers and/or proctors.

## STUDENT SURVEY ADMINISTRATION

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To make sure all students have sufficient time to complete the survey a full class period should be set aside in computer labs for each class taking the student survey. Note, however, that many students may complete the survey in much less time. In the previous year, most students completed the survey in about twenty-five (25) minutes or less.

Prior to the scheduled survey administration dates, district coordinators and/or TA providers should contact school coordinators to:

- Confirm the time and place of the survey administration;
- Confirm the classes/students to be surveyed; and
- Review the procedures that will occur during administration.

Two or three days before the survey, the school survey coordinator and designated proctors at each school should attempt to access the survey site using the web address provided. If any problems are encountered, the respective TA providers should be contacted for assistance.

School coordinators and proctors should review the procedures for the survey days at the school, including room setup and arrangements for students who do not have consent. Make sure survey proctors have been identified and provided the survey administration materials. These materials include:

- The survey web address and the login information specific to each school site;
- A list of students whose parents withheld permission to participate;
- *Student Survey Proctor Instructions*, the *Confidentiality Statement* and the *Introductory Script for Student Survey Administration*;
- The *Student Survey Participation Form* for each computer lab (or other type of venue) they proctor.

On the day of the survey, the School Coordinator and proctors should make sure that computer labs are set up and ready for students to participate. This includes:

- Setting up the computer lab/classroom to ensure the privacy of student participants;
- Making sure all computers are powered up and connected to the Internet;
- Opening the web browser on each computer to the survey web address;
- Making sure the school specific login and password information is available;
- Reading the *Introductory Script for Student Survey Administration* to students before they login to the survey;
- Completing the *Student Survey Participation Form* after the students have finished the survey.

## MONITOR SURVEY COMPLETION

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Monitoring survey completion is very important so you can determine if problems have occurred that need to be addressed. Responses to the online versions of the surveys will be monitored by the *WV Department of Education* and response rate reports may periodically be provided to district or school coordinators and TA providers.

## SURVEY PRODUCTS PROVIDED TO SCHOOLS

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Once the survey window is closed, the WVDE undertakes an intense data cleaning process to ensure that survey data are of the highest quality possible. This process usually requires approximately two to three weeks. Once completed, reports are generated from each survey (student, staff, and parent) and delivered by email to the school survey coordinator identified when the school registered to participate in the surveys (see the Identify District and School Survey Coordinators section on page 3). Sample reports are available for viewing at <https://wvde.us/data-management-information-systems/education-data/west-virginia-school-climate-survey/west-virginia-school-climate-survey-products/>.

To ensure the guarantee of anonymity and confidentiality of the data, reports are generated for schools only when a sufficient number of valid responses are obtained. For the staff and parent surveys, **at least 10 valid responses are required to generate reports**. For the student survey, **more stringent criteria to preserve anonymity and confidentiality may be used, and are determined on a case-by-case basis**.



**STUDENT SURVEY PARENTAL PASSIVE CONSENT FORM**

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The purpose of the WV School Learning Environment Student Survey is to gain input from students about their schools. The feedback they provide will be used to help make improvements to ensure schools provide a positive and supportive place for students to learn and for teachers to work.

The survey will be administered online in a school-based computer laboratory or classroom on a date selected by the principal of your child’s school. The survey will take about 20 to 30 minutes for the students to complete.

Completing the online survey will cause little or no risk to your child. The only potential risk is that some students might find the topic of some survey questions to be sensitive. The survey has been designed to protect your child’s privacy. Students will not be asked to put their names on the survey. No student will ever be mentioned by name in a report of the results. Some schools may not have enough computer labs for all students to participate. As such, your child may not be selected to participate.

The results of this survey will be used to make changes in schools to ensure a positive environment for learning. While your child may get no benefit right away from taking part in the survey, the changes made at the school may help your child and other children in the future. We would like all selected students to take part in the survey, but the survey is **voluntary**. No action will be taken against the school, you, or your child if your child does not take part. Students **may skip any questions** they do not wish to answer. In addition, students **may stop participating in the survey at any point** without penalty. You may contact your child’s school if you have questions. You also may request to see a copy of the survey at the school office.

Please read the section below and check the box **only if you do not** want your child to take part in the survey. If you check the box “no” below, sign this form and return it to your child’s school.

Thank you.

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Student’s name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

I have read this form and know what the survey is about.

NO, I do not give permission, my child **MAY NOT** take part in the WV School Learning Environment Survey.

Parent’s signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Phone number: \_\_\_\_\_



## STUDENT SURVEY PARENTAL ACTIVE CONSENT FORM

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The purpose of the WV School Learning Environment Student Survey is to gain input from students about their schools. The feedback they provide will be used to help make improvements to ensure schools provide a positive and supportive place for students to learn and for teachers to work.

The survey will be administered online in a school-based computer laboratory on a date selected by the principal of your child's school. The survey will take about 20 to 30 minutes for the students to complete.

Completing the online survey will cause little or no risk to your child. The only potential risk is that some students might find the topic of some survey questions to be sensitive. The survey has been designed to protect your child's privacy. Students will not be asked to put their names on the survey. No student will ever be mentioned by name in a report of the results. Some schools may not have enough computer labs for all students to participate. As such, your child may not be selected to participate.

The results of this survey will be used to make changes in schools to ensure a positive environment for learning. While your child may get no benefit right away from taking part in the survey, the changes made at the school may help your child and other children in the future. We would like all selected students to take part in the survey, but the survey is **voluntary**. No action will be taken against the school, you, or your child if your child does not take part. Students **may skip any questions** they do not wish to answer. In addition, students **may stop participating in the survey at any point** without penalty. You may contact your child's school if you have questions. You also may request to see a copy of the survey at the school office.

Please read the section below and check the box to show that you do or do not give permission for your child to take part in the survey. Please return this form to your child's school.

Thank you.

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Student's name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

I have read this form and know what the survey is about.

YES, I give permission and my child **MAY** take part in the WV School Learning Environment Survey

NO, I do not give permission and my child **MAY NOT** take part in the WV School Learning Environment Survey

Parent's signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Phone number: \_\_\_\_\_





## STUDENT SURVEY PROCTOR INSTRUCTIONS

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These instructions are designed for use by persons identified as proctors of the online Survey for Students. In some cases classroom teachers proctor the survey, in others proctors may be other school or district staff.

Arrive Early. Allow ample time to prepare the computers for the survey (i.e., turn the computers on; open the Internet browser to the survey website). It is **vital** that the computer be arranged so that only the student answering the survey questions can see the monitor.

Sign the Confidentiality Statement. Read and sign the confidentiality agreement and give it to the school coordinator.

Distribute or supply the students with the login information for the online survey. All students in each school will use the same login and password specific to that school. This will help ensure anonymity.

Read Introductory Script to Students. The attached script assures that students know they will not be punished or rewarded for choosing to/not to participate. It was designed for your protection.

Do Not Wander Around. To ensure privacy and confidentiality, and promote honest responses, do not wander around the room while students are completing the survey. Provide as much privacy as possible to each student by protecting monitor screens from being viewed by other students. Observe student behavior to ensure that disruptions do not occur.

Fill out the Student Survey Participation Form. While students are taking the survey, complete the requested participation information on the *Student Survey Participation Form*. It is very important that all the information is accurate and complete.

Students who have completed the survey should be reminded to submit their answers by clicking the “Done” button at the end of the online survey.

Thank the students for their participation.

Turn in the *Student Survey Participation Form* and any other materials to the School Coordinator.

Reset the Browser to the Login Page using the Survey Website Address Provided. When students complete the online survey they are redirected to the WV Department of Education Homepage. It is important that the browser on each computer be reset to the student survey link provided before the next group of students begin the survey.



## **CONFIDENTIALITY STATEMENT**

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Your school is firmly committed to maintaining the confidentiality of individual respondents' data obtained through surveys.

### **PROCEDURES FOR MAINTAINING CONFIDENTIALITY**

All school staff involved in administering the student survey shall sign this assurance of confidentiality.

All school staff involved in administering the student survey shall keep completely confidential the names of respondents, all information or opinions collected, and any information about respondents learned incidentally. Survey administrators shall exercise reasonable caution to prevent access by others to survey data online.

### **PLEDGE OF CONFIDENTIALITY**

I hereby certify that I have carefully read and will cooperate fully with the above procedures on confidentiality. I will keep completely confidential all information arising from surveys concerning individual respondents to which I gain access. I will not discuss, disclose, disseminate, or provide access to survey data and identifiers. I will devote my best efforts to ensure that there is compliance with the required procedures by personnel whom I supervise. I give my personal pledge that I shall abide by this assurance of confidentiality.

My signature below indicates I have read and agree to the confidentiality statement.

<b>NAME (PRINT):</b>	_____
<b>SIGNATURE:</b>	_____
<b>DATE:</b>	_____



## INTRODUCTORY SCRIPT FOR STUDENT SURVEY ADMINISTRATION

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*NOTE: Essential Information that Must be Provided to Students is Underlined*

Your school is conducting the West Virginia School Learning Environment Survey for Students. You are among thousands of students throughout the state who are taking this survey.

The survey has questions about school safety, drug use, violence, and other health-risk behaviors.

This is not a test. There are no right or wrong answers and you will not be timed. The answers you give are very important. Please read each question carefully and answer it based on what you really know or do. Answer the questions truthfully and as best as you can.

This survey is anonymous and confidential. You will not be asked to enter your name at any time during the online survey. No one will ever be able to connect you with your answers. Your answers are private.

Participation is voluntary. You are here because your parents or guardians gave their permission for you to participate, but you don't have to take the survey or complete the questions that you do not want to answer.

Your school thanks you for completing the survey. Your participation will help to improve student programs and services. If you have any questions after completing the survey, your school principal or counselor is ready to spend time with anyone who feels that they would like to talk over their feelings about the survey. *Anyone who does not wish to participate should tell me now.*

It is important that you answer the questions based on what you really know and do. Don't pick a response just because you think that's what someone wants you to say.

The first questions ask some basic information about your background such as your age, sex, and ethnicity. We need this information to understand how behaviors differ among students.

Now you can read the directions on the computer screen, login using the information provided, and go to first question. When you have completed the entire survey, click the "Done" button, which will exit the survey.

If you have any questions, please ask now.

Thank you.

Please begin.



## STUDENT SURVEY PARTICIPATION FORM

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**Instructions: Please complete one form for each classroom**

District Name: \_\_\_\_\_ *No abbreviations*

School Name: \_\_\_\_\_ *No abbreviations*

Date of survey: \_\_\_\_ / \_\_\_\_ / 20\_\_

Teacher's Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Period: \_\_\_\_\_

Grade(s) Surveyed: *Please circle all that apply*    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>    6<sup>th</sup>    7<sup>th</sup>    8<sup>th</sup>    9<sup>th</sup>    10<sup>th</sup>    11<sup>th</sup>    12<sup>th</sup>

### Student Participation Information

Number of students scheduled to survey at this time: \_\_\_\_\_

Number of students not in class on the day of survey: \_\_\_\_\_

Number of students whose parents withheld consent: \_\_\_\_\_

Number of students refusing to participate: \_\_\_\_\_





## SAMPLE PARENT SURVEY INVITATION

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Parent/Guardian/Caregiver

Address 1

Address 2

City, State, Zip

Dear Parent/Guardian/Caregiver,

The WV Board of Education requires all schools to engage in continuous school improvement. In doing so, schools should engage in a data-driven school planning process, identify its needs, and work to increase school safety and create a positive learning environment.

To support that process schools will be doing surveys to gather information about the learning and teaching environment, the health and well-being of students, and supports for parents, school staff, and students that foster learning and success. This letter is about one of these surveys to learn about parents' opinions about the schools their children attend.

Knowing how you feel about your child's school is an extremely important part of improving schools, so we are inviting you to fill out a parent survey. The survey is completely voluntary. Although we value your opinion and hope you will participate, you may choose not to, or to not answer any question on the survey you do not want to answer. Also, you are not asked to provide your name or any other identifying information.

You can fill out the parent survey online at (***Insert the parent survey link provided in the parent survey instruction sheet***). To access the survey you will need to enter this login code (***Insert the school specific parent login code provided in the parent survey instruction sheet***).

Sincerely,

