



## TOOLKIT: ADMINISTRATOR RESOURCES:

### School Experience Survey “Connections to the Strategic Plan”

#### 1. SUPPORT MATERIALS TO TRAIN STAFF ON SES CONNECTION TO STRATEGIC PLAN PILLARS.

**Recommendation:** Review these resources to create your school plan for addressing each Measure of Success *before* meeting with Parents. The “Pillar presentations” do not have to be done in order and the beginning slides for each are identical so you can skip them after going through whichever one you choose to do first. **HOWEVER**, you should go through the [“Planning for Success” activity](#) near the end of each of the “Pillar presentations” as this will help with planning to address each of the 12 school-level Measures of Success that require SES data to track progress toward 2026 goals. Note: You may want to start with Pillar 3 first so that you can prepare to meet with parents/community members to discuss your plans.

**Prerequisites:** Ensure your planning team knows how to use the SES Results Dashboard and how to use the “Progress Tracker” Excel file tool.

Resource	Description
<a href="#">Toolkit School Experience Survey-Accessing Results Using the SES Dashboard</a>	<b>PREREQUISITE #1.</b> This presentation provides staff (and parents) with information on how to use the SES Results Dashboard. Review this presentation prior to the “Pillar” slide decks as this information will be needed for your “Planning for Success” session with your staff so they can find the data required for this activity.
<a href="#">Toolkit Using the Strategic Plan SES Metrics and Goals 2022-2026 Progress Tracker Excel File</a>	<b>PREREQUISITE #2.</b> This presentation provides staff with information on how to use this tool to track school progress towards 2026 Goals. Review this presentation prior to the “Pillar” slide decks as this information will be needed for your “Planning for Success” session with your staff so they understand how the Progress Tracker tool works and where in the Excel file the data needs to be added in order to complete this activity.
<a href="#">Toolkit School Experience Survey Connection to the Strategic Plan-Pillar 1</a>	This presentation provides information about Pillar 1 and ways to strategize with staff on how the school will address Priority 1B.

Resource	Description
<a href="#">Toolkit School Experience Survey Connection to the Strategic Plan-Pillar 2</a>	This presentation provides information about Pillar 2 and ways to strategize with staff on how the school will address Priorities 2A and 2C.
<a href="#">Toolkit School Experience Survey Connection to the Strategic Plan-Pillar 3</a>	This presentation provides information about Pillar 3 and ways to strategize with staff on how the school will address Priorities 3A, 3B, and 3D. <i>NOTE: Pillar 3 is the one you will focus on during your presentation to families and community members because it has Priorities that tie directly to the SES for Parents. You may wish to review this pillar first with your staff if your preference is to present to families/community sooner rather than later.</i>
<a href="#">Toolkit School Experience Survey Connection to the Strategic Plan-Pillar 5</a>	This presentation provides information about Pillar 5 and ways to strategize with staff on how the school will address Priority 5C.
<b>Support Materials for “Planning for Success” Activity with School Staff</b>	
<a href="#">School Team Planning for Success Activity Questions Template</a>	Simple template that can be used to facilitate “Planning for Success” discussions.
<a href="#">School Team Action Plan Sample Template</a>	Very basic example of how to plan for success.
<a href="#">ALL Survey Items-Metrics Needed for Strategic Plan Measures of Success</a>	All 12 items/metrics on one page.
<a href="#">School Experience Survey Connection to the Strategic Plan COMPLETE SET OF ALL SLIDES</a>	This is the full slide deck with all slides from each presentation in the toolkit used to train school staff.

## 2. SUPPORT MATERIALS FOR PRINCIPALS TO TRACK PROGRESS TOWARDS SCHOOL GOALS FOR EACH PILLAR.

**Recommendation:** Use the [2021-2022 SES Results Dashboard](#) to find all of your school’s baselines for each of the 13 Measures of Success listed in the Progress Tracker Tool and input them all in the tool to determine your 2026 goal (automatically calculated for you) for each one. **NOTE 1:** Make sure you choose the right tab at the bottom of the spreadsheet because there are different goals for each school level (e.g., elementary, middle, high). **NOTE 2:** There are two versions of the Progress Tracker tool: One is just for schools whose highest grade is 3 or lower because they will only have to focus on the Measures of Success for Parents and Staff e.g., (none of their students take part in the SES). The second version is for schools that have students in grades 4-12 because these are the grades that participate in the SES.

**Prerequisites:** Ensure your planning team knows how to use the SES Results Dashboard and how to use the “Progress Tracker” Excel file tool.

Resource	Description
<a href="#">Toolkit School Experience Survey-Accessing Results Using the SES Dashboard</a>	<b>PREREQUISITE #1.</b> This presentation provides staff (and parents) with information on how to use the SES Results Dashboard. Review this presentation prior to the “Pillar” slide decks as this information will be needed for your “Planning for Success” session with your staff so they can find the data required for this activity.
<a href="#">Toolkit Using the Strategic Plan SES Metrics and Goals 2022-2026 Progress Tracker Excel File</a>	<b>PREREQUISITE #2.</b> This presentation provides staff with information on how to use this tool to track school progress towards 2026 Goals. Review this presentation prior to the “Pillar” slide decks as this information will be needed for your “Planning for Success” session with your staff so they understand how the Progress Tracker tool works and where in the Excel file the data needs to be added in order to complete this activity.
<a href="#">Toolkit Strategic Plan SES Metrics and Goals 2022-2026 Progress Tracker for TK-3 Schools</a>	This Excel file is only for K-3 schools (schools with grades 3 and under). This Progress Tracker only has Parent and Staff items/metrics because Student items/metrics only apply to grades 4-12.
<a href="#">Toolkit Strategic Plan SES Metrics and Goals 2022-2026 Progress Tracker</a>	This Excel file is for schools with students in grades 4-12. This Progress Tracker tool has all 13 SES Measures of Success for Students, Parents and All Staff (as outlined in the Strategic Plan) and there is a tab for each school level. If your school is a span school, you will have to use whichever tab(s) apply because all elementary and secondary survey results cannot be combined to create a single metric.

### 3. COMMUNITY OUTREACH/TRAINING MATERIALS ON PARENT SURVEY CONNECTIONS TO STRATEGIC PLAN

**Recommendation:** After reviewing the “Pillar 3” slide deck with staff and deciding how your school will address each of the 4 Measures of Success that are tied to the SES for Parents, schedule a meeting with parents and community members to go through the presentation below and to discuss your plans to meet each goal.

Resource	Description
<a href="#">Toolkit Facilitator Guide-PARENT SES Connections to Strategic Plan</a>	This guide provides an overview of the “PARENT

Resource	Description
	School Experience Survey Connections to the Strategic Plan” presentation, notes for each slide, and hyperlinks to sources cited in presentation.
<a href="#">Tool Kit-PARENT School Experience Survey Connections to Strategic Plan</a>	This presentation provides families with an overview of the School Experience Survey’s many uses and will give you an opportunity to explain how your school will address the four measures of success that specifically pertain to parents in Pillar 3.

#### 4. SUPPORT MATERIALS FOR THE SCHOOL EXPERIENCE SURVEY

**Recommendation:** These resources are made available here for your convenience. They’re also available on the [SES “Resources” page](#). You may find them useful to address typical questions that arise during the survey window (which doesn’t close this year until Friday December 9<sup>th</sup>).

Resource	Description
<a href="#">SES Information Flyer with QR code</a> to access Parent and Staff surveys	Schools can email this to families or give a copy to students to take home to (a) remind parents about SES, (b) use the QR code to access the online SES, and then (c) return the flyer back to the school with their name on it as proof of completion.
How to Access the Online Parent Survey <a href="#">[English]</a> <a href="#">[Spanish]</a>	Screenshots of how parents access the online Parent Survey.
Participation Confirmation Options for Parents and School Staff <a href="#">[English]</a> <a href="#">[Spanish]</a>	Screenshots of how parents and school staff can obtain proof that they completed the survey.
SES-Blackboard Connect Principal Message To Parents <a href="#">[English]</a> <a href="#">[Spanish]</a>	BBC script with information for parents about the survey.
SES FAQs <a href="#">[English]</a> <a href="#">[Spanish]</a>	Frequently Asked Questions about the SES.
<a href="#">SES categories and content areas</a>	This table presents each SES category and its supplementary content areas and organizes all of this information by survey participant group (students, parents, all staff, teachers).
<a href="#">School Experience Survey home page</a>	This page has all the latest SES information as well as the <b>links for parents and staff to take the survey</b> . Look under “Quick Links” on the right side of the page for helpful resources, including participation rate updates.