

INSTRUCTIONS FOR ADMINISTERING THE PAPER-BASED PARENT SCHOOL EXPERIENCE SURVEY (SES)

February 12TH THROUGH March 22nd, 2024

The District is requesting that all parents/guardians who are able to do so to take the School Experience Survey online this spring by going to <https://www.lausd.org/TakeTheSES>. Only a limited number of paper surveys will be shipped to each school during the week of February 5th.

As the Survey Point Person, you are responsible for the distribution of the limited number of paper-based Parent Surveys your school will receive. Below are some recommended steps for making the process go as smoothly as possible.

1

Ensure your school has the following materials:

- *Paper based parent surveys (English and Spanish) **
- *School experience survey instruction packet*

***Important Note:** These surveys should be reserved for those parents/guardians who would otherwise be unable to participate in this spring survey unless a paper copy is provided to them. **No additional paper copies will be available** so PLEASE strongly encourage parents/guardians to take the survey online.

2

Alert teachers and office staff that you are the Survey Point Person and that any requests for paper surveys should be directed to you.

***Important Note:** Parents will be inserting their paper surveys in the postage-paid envelope and mailing their surveys directly back to the **vendor** and NOT the school. No surveys should be returned to the school once distributed to parents; however, if you receive any, use the postage-paid envelope to mail surveys to the vendor. Contact SchoolExperienceSurvey@lausd.net if you have any questions.

3

Distribute the parent paper surveys on an as needed basis only. Remember you only have a limited number of English and Spanish surveys. No extra copies are available so please encourage all parents who can, to take it online.

RECOMMENDATIONS for identifying parents who may require the paper format:

- ✓ Identify parents without a portal account and who do not communicate via email.
- ✓ Ask teachers to identify families most in need of a paper copy.
- ✓ Use “Whole Child Tracking at-a-Glance” dashboard to determine which families have limited online access.

RECOMMENDATION for distributing surveys to parents who request for the paper format:

- ✓ Designate a time and location at an external point on campus where surveys can be picked up safely by parents/guardians.

4

Remind parents that they must complete their survey and mail it back to the vendor (using the postage-paid envelope provided) **NO LATER THAN FRIDAY, MARCH 22, 2024.**

INSTRUCTIONS FOR ADMINISTERING THE ONLINE SCHOOL EXPERIENCE SURVEY (SES)

Any electronic device with internet access may be used to take the survey online, including Chromebooks, iPads, smartphones, desktop computers, and laptops. Please ensure that all staff and eligible students in grades 4-12 (and parents taking their survey online) complete their survey **NO LATER THAN Friday, March 22, 2024**.

STUDENTS:

Please review the Student Survey Administration Instructions and Administration Supports in this packet.

- 1** **Student surveys are only available online.** Students in grades 4 through 12 will receive an email with their own personal link to the survey along with the following instructions on how to complete the survey:

To take the survey:

1. Please click this link: **[UNIQUE LINK EMAILED TO EACH STUDENT]**
2. Once you are on the survey home page, select your current grade level.
3. Click on the “**Next**” button near the bottom of the page to begin the survey.
4. If you are unable to access the survey, please ask your teacher for help.

- 2** **Schools should ensure that time is scheduled** in advance so that each student can take his or her survey online prior to **March 22, 2024**.

STAFF:

- 1** **School staff surveys are only available online.** Staff who work at least 50% FTE (teachers, principals, and out of classroom personnel) will access the Staff Survey by clicking on the Staff link at <https://www.lausd.org/TakeTheSES> and follow the instructions below:



- 1) Select your school and role (e.g., teacher, counselor, other) from the drop-down menu.
- 2) Complete the survey
- 3) Take a screenshot of the “Thank You” page to give to your administrator if you need proof that you completed the survey.

IMPORTANT NOTES:

- ❖ No login required once staff access the survey home page.
- ❖ All Staff survey results are confidential and cannot be tied back to an individual.

PARENTS:



Parents should be highly encouraged to take their survey online if they are able to do so.

To access the online Parent Survey, they will click the appropriate parent survey link at <https://www.lausd.org/TakeTheSES>.



Parent instructions:

- 1) Select your school type (early childhood center, elementary, middle and high) 2) Select your child's school from a drop-down menu (screenshot below).

Please select your school type (e.g., elementary) and then select your school's name from the drop-down menus below.

If your school has more than one type (e.g., K-12), you can select any of the school types it serves (e.g., elementary, middle, and high).

School names that start with a number are listed first, followed by remaining schools in alphabetical order. If your school is a magnet school, please select the regular campus. *

Type

SchoolName

- 3) Take the survey
- 4) Take a screen shot of the "Thank You" page to give to your principal if you need proof that you completed the survey.

IMPORTANT NOTES:

- ❖ No login required to access the online Parent survey.
- ❖ All parent survey results are anonymous and cannot be tied back to an individual.



Parents should be reminded to complete their survey online no later than Sunday, March 22, 2024.

THANK YOU for your efforts in making the survey a success!

Questions? Suggestions for improvement? Call 213-241-5600 or email us at SchoolExperienceSurvey@lausd.net