



ADMINISTRATION OF THE 2021 REPORT CARD OPINION SURVEYS

The Education Accountability Act of 1998 specifies that “school report cards should include information in such areas as...evaluations of the school by parents, teachers, and students.” Student, teacher, and parent opinion surveys have been designed to measure perceptions of three factors: home and school relations, the school’s learning environment, and the school’s social and physical environment. Results provide valuable information to principals, teachers, parents, School Improvement Councils, and community groups in their efforts to identify areas for improvement. Results also appear on the annual school report cards.

All surveys will be conducted online. Teachers, parents, and students will enter the seven-digit ID (SIDN used in PowerSchool) of their school to begin the survey. Parents have the option of completing an English or Spanish version of the parent survey.

2021 SCHEDULE

Student, Parent, and Teacher Opinion Surveys

March 17, 2021: Portals open
June 1, 2021: Portals close.

Districts will set their own due dates for administering opinion surveys to parents, students, and teachers.

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This booklet is divided into sections by the different tasks required for the administration of surveys.

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CONTACTS

Questions about administration procedures and reporting of issues with any of the survey portals should be entered here: opinionsurveys@ed.sc.gov. This email address is monitored by both project and technology staff.

CHANGES FOR 2021

Districts will set the beginning and ending dates for the administration of all surveys.

The Parent Opinion Survey has been revised and is now online. All parents of students in grades K-12 should complete a survey using a computer or mobile device. Families should submit one survey for each child. Previously only parents of students in one grade per school were expected to complete a survey.

GENERAL GUIDELINES

- ✓ All three survey portals opened March 17 and will close June 1. Districts will choose the beginning and ending dates for administering surveys that best suit their schools' schedules.
- ✓ School principals should designate a staff person to serve as the school's survey coordinator. This person will be responsible for keeping parents, teachers, and school administration informed of the online parent, teacher, and student survey procedures and due dates and report any problems to the SC Department of Education here: opinionsurveys@ed.sc.gov .

ADMINISTRATION OF SURVEYS

Parent Online Opinion Survey

- This is the link to the online Parent Opinion Survey: <https://ed.sc.gov/surveys/parent-survey/>
- Districts choose the beginning and ending dates for administration of the surveys most appropriate to their schools' schedules. The survey portal opened March 17 and will close June 1. To avoid possible last-minute issues, it would be best to set a completion due date before June 1.
- Schools are responsible for providing the link to the Parent Opinion Survey to all parents and informing them of the due date to complete the survey. A template has been provided to district accountability coordinators to assist schools in composing the memo or email to parents. The letter from the State Superintendent of Education (English and Spanish versions) explaining the importance of the survey was provided to district accountability coordinators and schools will include the letter with the email/memo.
- You are encouraged to provide access to a computer or mobile device to allow those families with no computer or internet to take the survey.
- Schools will respond to questions as appropriate. As the due date for returning the parent survey approaches, you may want to contact parents to remind them of the due date.

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Student & High School Student Online Opinion Surveys

- The opinion survey is posted on the South Carolina Department of Education website, <http://ed.sc.gov>. Students will scroll down to the “Hot Topics” section and select “2020-21 Student Survey.”
- Districts will choose the beginning and ending dates for administration of the surveys most appropriate to their schools’ schedules. All survey portals opened March 17 and will close June 1. To avoid possible last-minute issues, it would be best to set a completion due date before June 1.
- As in the past, students in the highest grade at elementary and middle schools will take the online student survey. All 11th grade students in high schools and career centers will take the online surveys. Schools with a grade span including more than one level will survey more than one grade. Appendix B on page 6 lists the grade level(s) to be surveyed as determined by the grade span of the school.
- Sampling is not allowed. All students in the designated grade should complete a survey. You do not need to have students complete a survey if they are absent on the day of administration or if they would have difficulty reading and responding to the items.
- Student opinion surveys will not be administered to children in grades two and below. For schools with only grades two and below, the parent and teacher surveys will be conducted.
- The survey can be accessed from a student’s home computer.
- Each survey item has four response choices. Respondents must decide whether they agree, mostly agree, mostly disagree, or disagree with each statement. Students will mark their responses by clicking on the answer on the survey form. Students who do not have knowledge relative to the statement should be instructed to skip the item and go on to the next one.
- For students taking the survey at school, teachers should not read the survey items to the students, but they may answer student questions about the survey items. The script for teachers to use is in Appendix A.
- Schools must provide special education students with the same accommodations they receive in the classroom or for standardized testing. If the student is so disabled that they cannot take a test on a computer, then you wouldn’t expect that student to take the survey on a computer.
- Ensure that the teachers/proctors administering the student surveys are familiar with the administration instructions for your school.
- Problems with your school’s internet access should be directed to your district technology coordinator.

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Teacher Opinion Survey

- The teacher survey is conducted online. The survey can be accessed from the State Department of Education website at <http://ed.sc.gov/>. Teachers will scroll down to the “Hot Topics” section and select “2020-21 Teacher Survey.”
- Teachers, librarians, guidance counselors, and speech therapists at the school should complete the teacher survey. Part-time teachers may complete a survey form if they are on campus at least half of each school day or week.
- The survey may be completed using any computer with internet access. Teachers may use their home computers.
- Problems with your school’s internet access should be directed to your district technology coordinator.

VIEWING COMPLETED PARENT, STUDENT AND TEACHER OPINION SURVEY COUNTS

- Superintendents and accountability coordinators have the ability to monitor how many student, parent, and teacher surveys have been completed for each school in the district. School principals have the ability to view how many student, parent, and teacher surveys have been completed for their school.
- To gain access to the School Opinion Survey System in Member Center, the district’s Web Access Coordinator (WAC) must assign the appropriate role to each WAA account. The three roles for the School Opinion Survey System are: *School Survey District Superintendent*, *School Survey District Accountability Coordinator*, and *School Survey Principal*.
- No survey results can be viewed from this report, only number of surveys completed.

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APPENDIX A—Teacher Script

Before starting the Student Opinion Survey, teacher/proctor should read the following script to students:

“Today you are being asked your opinions about our school. There are no right or wrong answers. When you read each item, think about the entire year rather than a specific event or something that happened once or twice. Please provide honest and true answers so that we can change and improve our school. Do not talk to other students, but you can ask me a question if you do not understand a statement. There are four choices for each sentence. Decide whether you agree, mostly agree, mostly disagree, or disagree with each sentence. Do your best to decide. If you do not know anything about the subject, you can skip the sentence and go on to the next one.”

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Appendix B—Student and Parent Opinion Survey Participants

School's Grade Span	Grade Level of Students and Parents to be Surveyed	School's Grade Span	Grade Level of Students and Parents to be Surveyed
K-1, K-2, 1-2	none	4-9	5 & 9
K-3	3	5-9	9
1-3	3	6-9	9
2-3	3	7-9	9
K-4	4	8-9	9
1-4	4	K-10	5, 8, & 10
2-4	4	1-10	5, 8, & 10
3-4	4	2-10	5, 8, & 10
K-5	5	3-10	5, 8, & 10
1-5	5	4-10	5, 8, & 10
2-5	5	5-10	8 & 10
3-5	5	6-10	8 & 10
4-5	5	7-10	8 & 10
K-6	6	8-10	10
1-6	6	9-10	10
2-6	6	K-11	5, 8, & 11
3-6	6	1-11	5, 8, & 11
4-6	6	2-11	5, 8, & 11
5-6	6	3-11	5, 8, & 11
K-7	5 & 7	4-11	5, 8, & 11
1-7	5 & 7	5-11	8 & 11
2-7	5 & 7	6-11	8 & 11
3-7	5 & 7	7-11	8 & 11
4-7	5 & 7	8-11	11
5-7	7	9-11	11
6-7	7	10-11	11
K-8	5 & 8	K-12	5, 8, & 11
1-8	5 & 8	1-12	5, 8, & 11
2-8	5 & 8	2-12	5, 8, & 11
3-8	5 & 8	3-12	5, 8, & 11
4-8	5 & 8	4-12	5, 8, & 11
5-8	8	5-12	8 & 11
6-8	8	6-12	8 & 11
7-8	8	7-12	8 & 11
K-9	5 & 9	8-12	11
1-9	5 & 9	9-12	11
2-9	5 & 9	10-12	11
3-9	5 & 9	11-12	11