

## KCTC Student Survey - Best Practices

The following are practices that schools have found to improve administration of the KCTC survey. Schools – Please share these ideas with staff who will be coordinating/administering the survey. Coalitions – Please share these ideas with local school administration.

- Allow **one full class period** for completion of the survey. Advisory periods or other shortened periods will **not** allow enough time for students to complete the survey.
- It is best to insure that students complete at least through question 93 to allow for all built in validity checks.
- Seniors should be scheduled to take the survey in December before some are gone due to early graduation, shortened school schedule, etc.
- Include parent consent forms in **enrollment packets**.
- The most effective method of collecting signed parent consent forms is to include the active consent form and parent information flyer in **enrollment packets** at the beginning of the year, if such a packet will be given to every parent, and if there are other documents in the packet that require the parent's signature.
- The consent forms should be a "response-required" document whether they are paper or electronic. Electronic forms should be designed to require the parent to click "yes" or "no" before continuing.
- Take advantage of the KCTC video (<http://tiny.cc/kctcvideo>) when describing the benefits of the survey to stakeholder groups, new school administrators or parents.