



November 2017

**To District Survey Coordinator:**

Thank you for taking time to participate in the **2018 Kansas Communities That Care (KCTC) Student Survey**, and thank you for serving as your district's survey coordinator. The survey should be given to students in grades 6, 8, 10 and 12 between December 1 and January 31.

You will need the following documents for preparation and administration. They are available online at <http://kctcdata.org/Resources.aspx>.

**Parent Notification Documents** – If your district has not already provided parents with the parent consent form, please distribute consent forms and KCTC parent information **as soon as possible** to allow time to collect signed forms before administering the survey. Please keep track of signed parent consent forms and provide those administering the survey with a list of students included/excluded from the survey.

- [KCTC Parent Consent Form](#) (English and Spanish)
- [KCTC Information for Parents](#) and [KCTC Parent Postcard](#) (English and Spanish)
- [Active Consent Procedures](#)
- [Consent Tracking Forms](#)

**Survey Administration Documents** – Please provide these documents to each participating teacher approximately **two weeks** before the survey date.

- [Letter to Teachers](#)
- [Survey Administration Guidelines](#): This includes instructions on preparation, room set-up, and script for survey administration. Choose the version of the *Administration Guidelines (paper or online format)* for which you are registered.
- [Building Codes, County & Region Codes](#): These codes are part of the required demographic data. Please use this list to provide the appropriate county and region codes students will need to enter on the survey.
- [Survey Overview and FAQ](#): This provides a general overview of the survey. (available on our Resources page)

**Online Surveys** – Students may use iPads, tablets, Chromebooks, or any PC computer with Windows 7, 8 or 10, or a Mac computer. Any browser can be used. Please test the survey link on student machines ahead of the administration date. Please share the survey link with your IT department to ensure that it is white listed and not blocked by the district firewall. You are encouraged to access the survey link yourself prior to administration day to test the system. **If you do access the survey link to test it, do NOT click "SUBMIT" at the end of the survey—simply close your browser window.** To keep track of survey administration and provide additional verification in case of internet problems, ask those administering the survey to send you the dates/times of online survey administration, building codes, grades and approximate number of students who took the survey, and if any problems were encountered. Please forward the information to me to verify receipt of all electronic data. If you experience any internet or browser problems, please call me right away so we can resolve the issue.

If you have any questions, please send an email to [nancy.white@greenbush.org](mailto:nancy.white@greenbush.org) or call 620-724-6281.

Sincerely,

*Nancy White*

Nancy White  
KCTC Survey Coordinator

