



November 2017

**To District Survey Coordinator:**

Thank you for taking the 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)

**Paper Surveys** – Please return all surveys for the district together to ensure the district will be scanned at one time. Leave completed surveys in their sealed envelopes and pack in a sturdy box. Label unused surveys. Send the receipt for shipping and your postage will be reimbursed. We encourage you to return the surveys the week following administration and number multiple boxes (i.e., 1 of 3, 2 of 3, 3 of 3). Send surveys to Nancy White, KCTC Survey Coordinator, SEKS Education Service Center, 947 W. 47 Hwy., Girard, KS 66743.

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

