

KCTC Student Survey Administration Training



2026-2027

How the KCTC Student Survey helps schools



- Anonymous platform for student voice (no cost to schools)
- Apply for programs that benefit students
- Track trends
- Positively impact academic success
- Inform strategic planning



General Info

Same admin timing as last year

- Recommendation: Proctor by mid-January
- No deadline extensions (sorry)



2026-27 SURVEY

ADMINISTRATION WINDOW

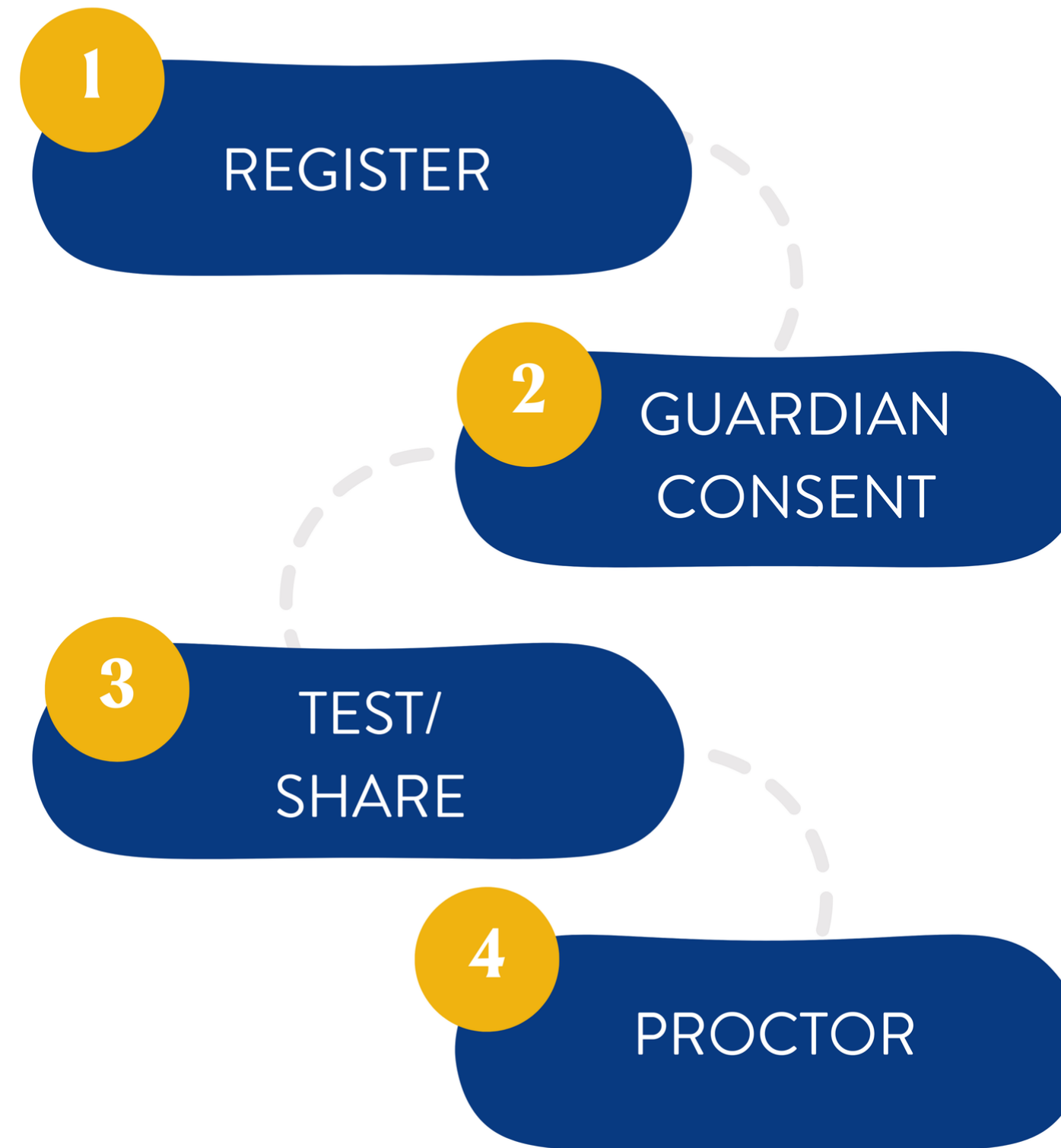
**Sept. 1 -
Jan. 29**



Training Roadmap

- Admin overview
- Tech support
- Survey review

SURVEY ADMINISTRATION PROCESS AT A GLANCE



Primary contact

- Work with superintendent
- Register district

Coordinators

- Orchestrate consent
- Test survey link
- Details to proctors

Proctors

- Prepare classes
- Proctor survey

Register

1.
Primary
Contact

- Talk to superintendent
- Ask which optional modules to register
 - Depression/Suicide
 - Family Domain
- Verify registration via superintendent or:
 - kctctdata.org > Login > Reports

Pre-Defined Reports

Select State/County to filter by

Erie-Galesburg {DISTRICT} ▼

← Return to Questions

District Reports

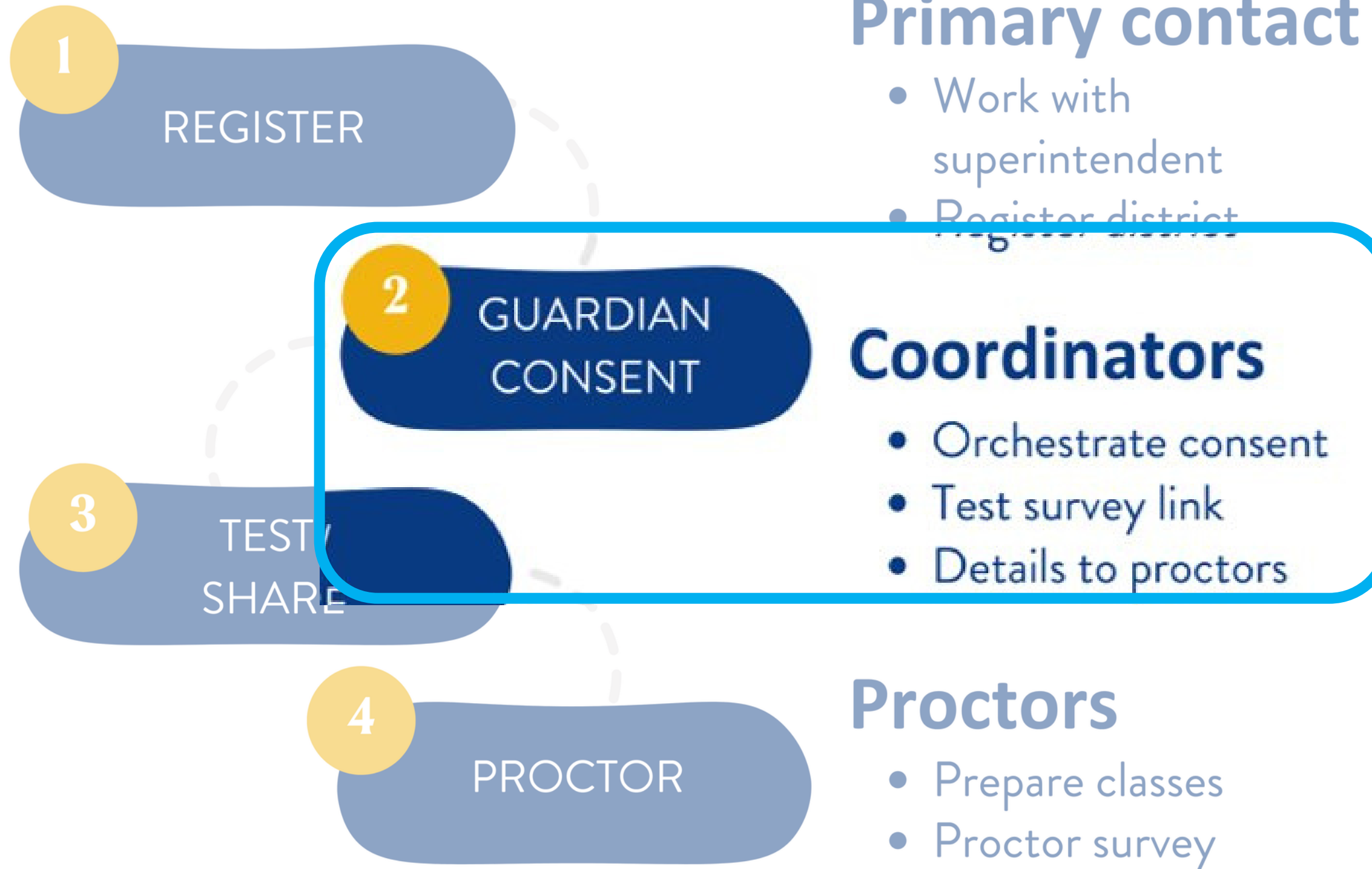
2026 Survey Administration Status Report

2027 KCTC Registration for USD 101 Erie-Galesburg

2026 KCTC Registration for USD 101

SURVEY ADMINISTRATION PROCESS AT A GLANCE

2. Coordinator



2022 Legislation Reminders

Provide survey questions via
this link on your website...



KCTCDATA.ORG/FAMILIES/VIEW-THE-SURVEY

...and include optional modules

2022 Legislation Reminders



- 4-month consent window
 - **TIP:** Collect consent during enrollment
- Separate consent

[KCTCDATA.ORG/CONSENT](https://kctcdata.org/consent)

Guardian Consent Items

- Guardian Informed Consent
- Guardian Consent Signature Page

KCTC GUARDIAN CONSENT SIGNATURE PAGE

Our school administers the **Kansas Communities That Care (KCTC) Student Survey** to 6th, 8th, 10th, and 12th grade students. We hope you allow your child to participate.

About the Survey

- This valuable tool helps us **understand challenges** students face, and how they behave, feel, and think about problem behaviors, like substance use.
- Student insight helps inform prevention program planning and applications for grants designed to **help students succeed**.
- It is completely **anonymous**. Students aren't asked for any information that could identify them.
- It is **voluntary**. Your child may decline to participate in the survey or skip questions they don't want to answer.
- **Annual participation is important**, as it helps determine effectiveness of previous efforts and inform program changes.
- View the survey at kctcdata.org/studentsurvey. Contact Principal <<INSERT NAME>> at <<INSERT CONTACT INFO>> to learn which survey questions our district will administer.



View Guardian Informed Consent
kctcdata.org/guardian-informed-consent

THANK YOU FOR RETURNING THE FORM BELOW BY <<insert date>>.

1. CHECK ONE

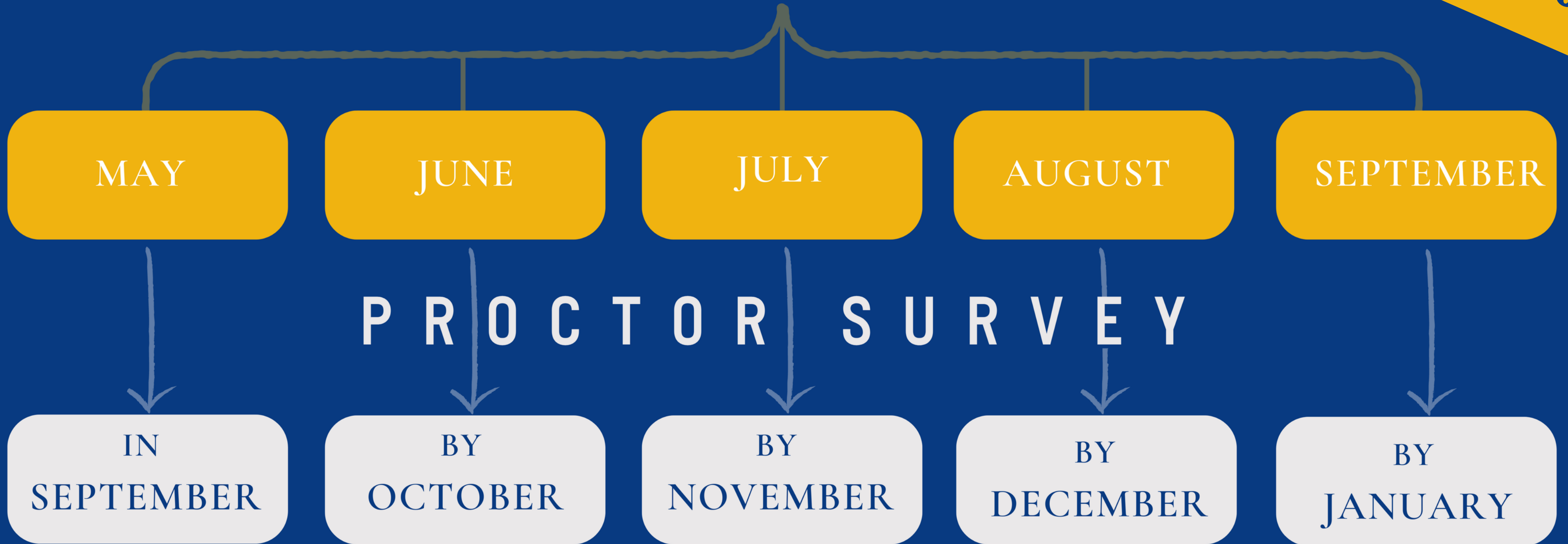
- ☐ **YES**, I give permission for my child to participate in the KCTC Student Survey.
- ☐ **NO**, I do not give permission for my child to participate in the KCTC Student Survey.

2. SIGN HERE

Guardian Signature	Print Guardian Name
Print Child Name	Date

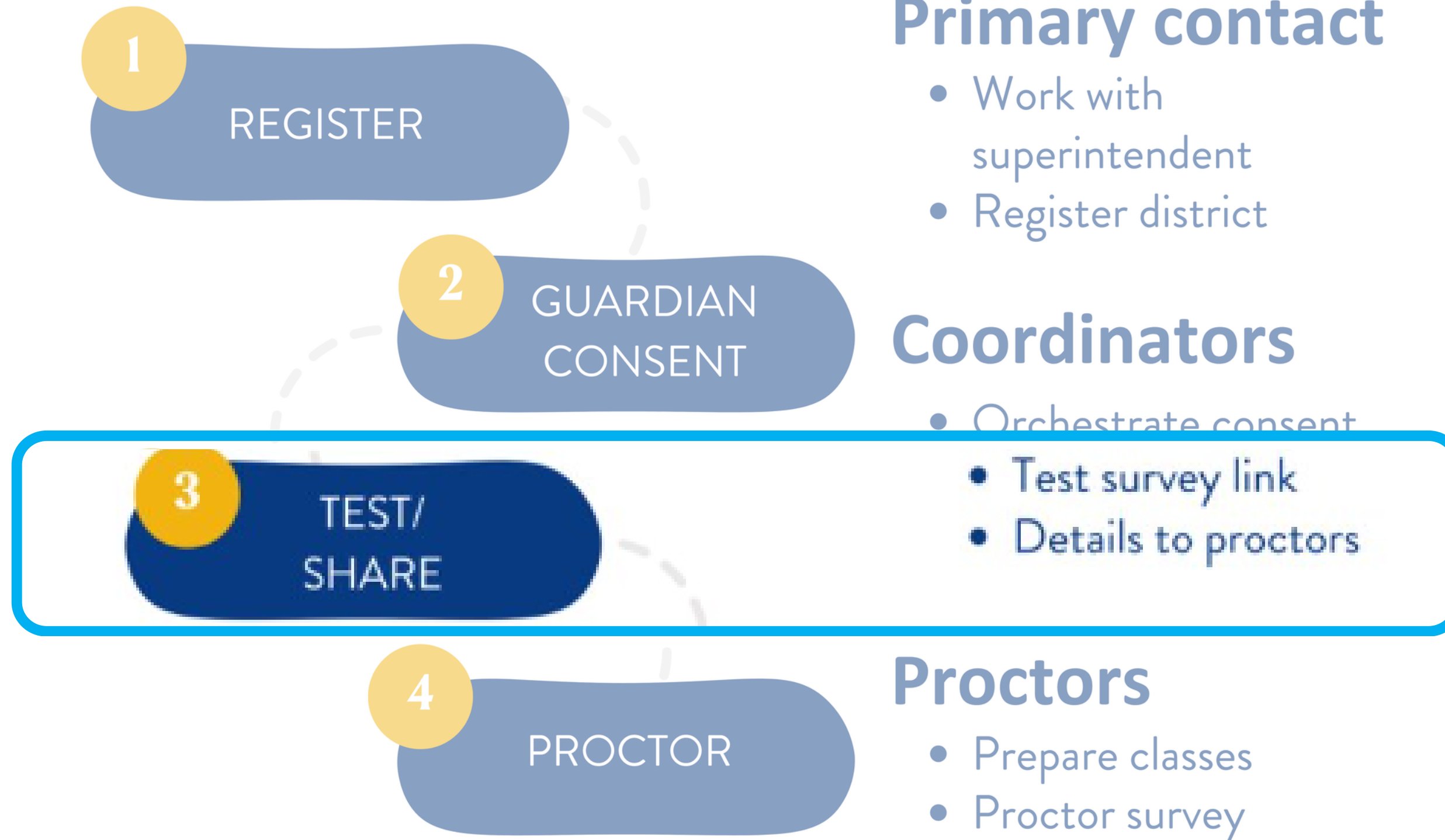
COLLECT CONSENT

2.
Coordinator



SURVEY ADMINISTRATION PROCESS AT A GLANCE

3.
Coordinator



Test Survey Link



1. Ask IT to whitelist:

- KCTC Wildcard: [*kctcdata.org*](https://surveys.kctcdata.org/s3/studentsurvey2027)
- Survey Link:

<https://surveys.kctcdata.org/s3/studentsurvey2027>

2. Test the survey link

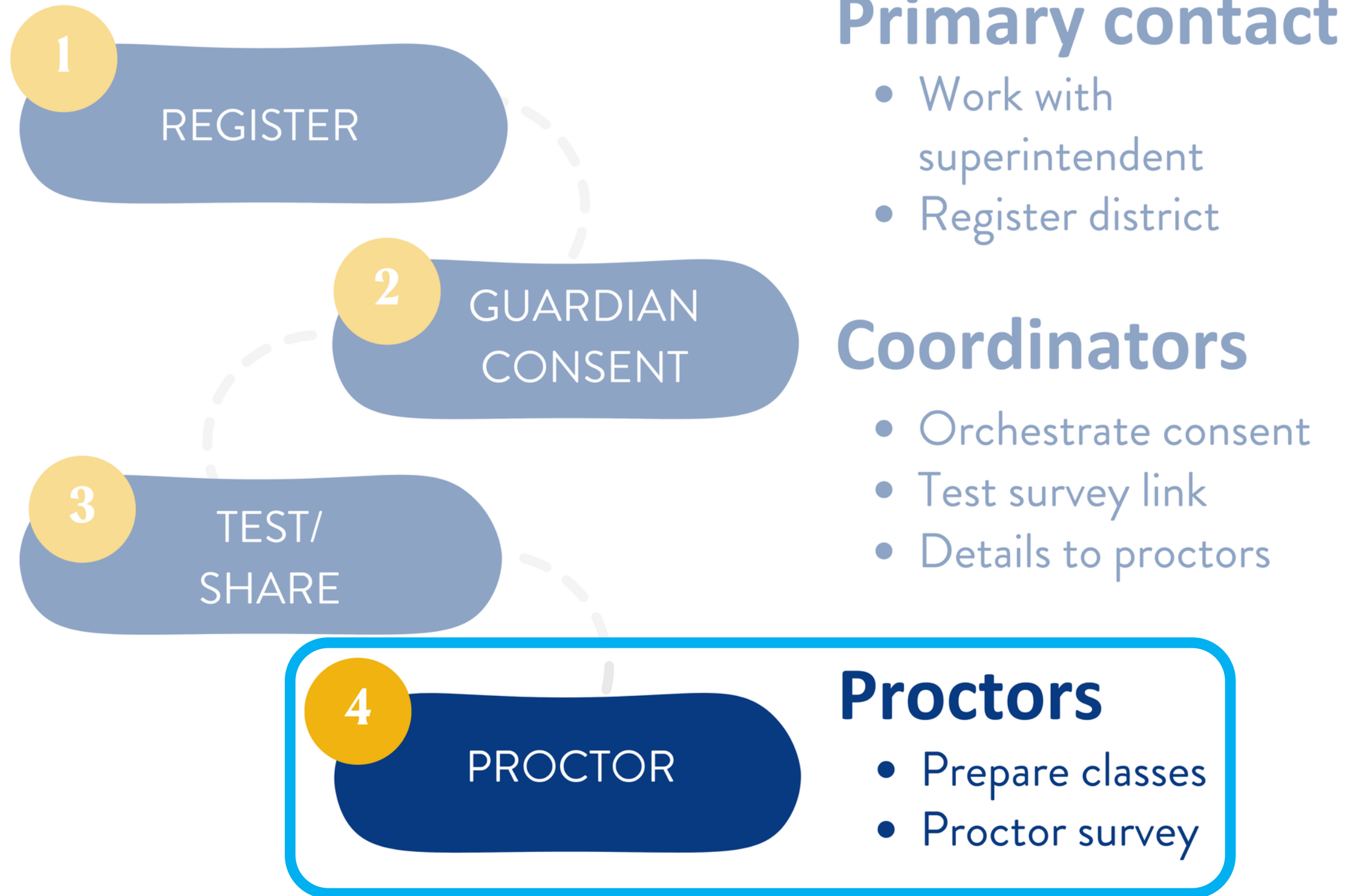
Send Details to Proctors



1. Spreadsheet with Guardian Consent results
2. Email/letter with other district details

SURVEY ADMINISTRATION PROCESS AT A GLANCE

4. Proctor



This survey is currently available as a reference for guardians and schools only

The live survey will open at this link to proctor for students starting
September 1, 2026

**SURVEYS SUBMITTED BEFORE SEPT. 1 WILL BE
CONSIDERED TEST SURVEYS AND DELETED**

Pre-Proctor To-Dos

1. Lesson Plan
2. Set up classroom
3. Prepare for accessibility



Low Vision Mode off

7. Think of where you live most of the time. Which of the following people live there with you? (Choose all that apply)

☐ Mother	☐ Aunt	☐ Grandfather	☐ Stepsister(s)	☐ On my own
☐ Foster mother	☐ Father	☐ Uncle	☐ Brother(s)	
☐ Stepmother	☐ Foster father	☐ Other adults	☐ Stepbrother(s)	
☐ Grandmother	☐ Stepfather	☐ Sister(s)	☐ Other children	

Low Vision Mode on

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☐ Grandmother	☐ Stepfather	☐ Sister(s)	☐ Other children	

Compatible screen reader technology

- JAWS
- NVDA
- VoiceOver
- Focus 40 braille



Audio: Google extension Read Aloud

Day of Survey

Explain survey purpose

- Platform for student voice
- Programs benefit students

Share survey link

- See pdf with QR code, or
- Write link on board



This survey can be taken in English or Spanish. Please choose your preferred language below.

Esta encuesta se puede realizar en inglés o español. Por favor elija su idioma preferido a continuación.

±

☐ I would like to view the instructions in English. / Me gustaría ver las instrucciones en inglés.

☒ I would like to view the instructions in Spanish. / Me gustaría ver las instrucciones en español.

Haga clic en el video o desplácese hacia abajo para ver las instrucciones y un resumen del Consentimiento informado.



Click on the video or scroll down to view the survey instructions and summary of the informed consent.



Review instructions

Welcome to the Kansas Communities that Care Student Survey

We want to know how you feel about your school, friends, community, and family. Your answers and opinions are important. Your input makes a difference in what we can do to improve our school and community.

This survey is completely voluntary and anonymous.

Names and ID numbers are not collected. Answers are kept strictly confidential and will never be seen by anyone at your school.



There are questions about drug and alcohol use on this survey.



If you do not know what the named substance is, assume you have not used that drug.

Important Reminders

- The survey is voluntary
 - Student-informed consent
 - Students may stop anytime or skip questions
- Anonymous responses



SENSITIVE CONTENT

SOME QUESTIONS IN THIS SURVEY RELATE TO TOPICS THAT MAY CAUSE DISCOMFORT FOR SOME STUDENTS.

Topics that may appear are listed below.

- Bullying
- Depression
- Suicide
- Gun use
- Drug and alcohol use
- Family life
- Parental/guardian connectedness

**CLICK
NEXT TO
CONTINUE
TO THE
SURVEY**

REMEMBER, ALL QUESTIONS ARE OPTIONAL. PLEASE ANSWER AT YOUR COMFORT LEVEL.

- You may skip any question that you do not want to answer.
- You may stop taking the survey at any time by closing your web browser.

IF YOU FEEL WORRY OR SADNESS,
PLEASE LET YOUR FAMILY OR TEACHERS KNOW WHAT YOU NEED.
THEY WANT TO HELP.

SEKESC IRB STUDY#2025-04

DEPRESSION-SUICIDE RESOURCE

4. Proctor

SUICIDE AND CRISIS LIFELINE
Text or call 988
988LIFELINE.ORG/CHAT/

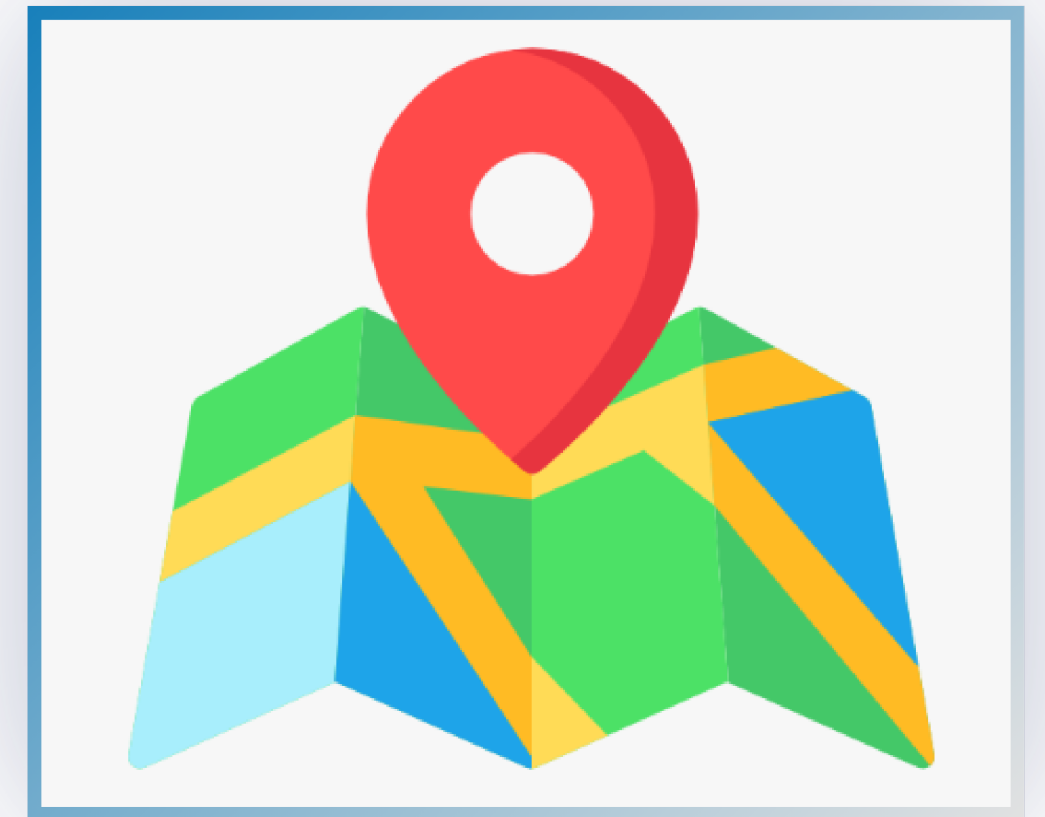
Chat anytime, day or night. Talking is free and confidential.

If you or someone you know are depressed, going through a hard time, need to talk, or are thinking about suicide, talk with a caring adult. A counselor will listen and support you when you connect with the Suicide and Crisis Lifeline.

Text or call 988. Or, chat at chat.988lifeline.org

Demographic Question

- School District
- Grade
- Building
- County



Schools are listed by:

1. Public school USD #,
then
2. Private school name

building, and the county in which you live. *

St Joseph Catholic (Wichita)

503 Parsons

504 Oswego

505 Chetopa-St. Paul

506 Labette County

507 Satanta

508 Baxter Springs

509 South Haven

511 Attica

512 Shawnee Mission Public Schools

Accelerated Schools

All Saints Catholic Elem (Wichita)

Annoor Islamic School

Apostolic Academy

Ascension School

Berean Academy

Bethany Lutheran School (Overland Park)

Bishop Carroll Catholic High

Bishop Miege High

Bishop Seabury Academy

Bishop Ward High School

Let's Take It from the Top!



Final Tasks

- 3-5 minute warning
- Skip to the end
- Make sure surveys are submitted



CONTACT US



KCTCdata.org



Kctcdata.org/school-administrators



KCTC@greenbush.org



(620) 724-6281, ext. 366



@KCTCStudentSurvey

