

KCTC Survey Administration Training



2024-2025

What is the KCTC?

Built on a prevention framework, data helps:



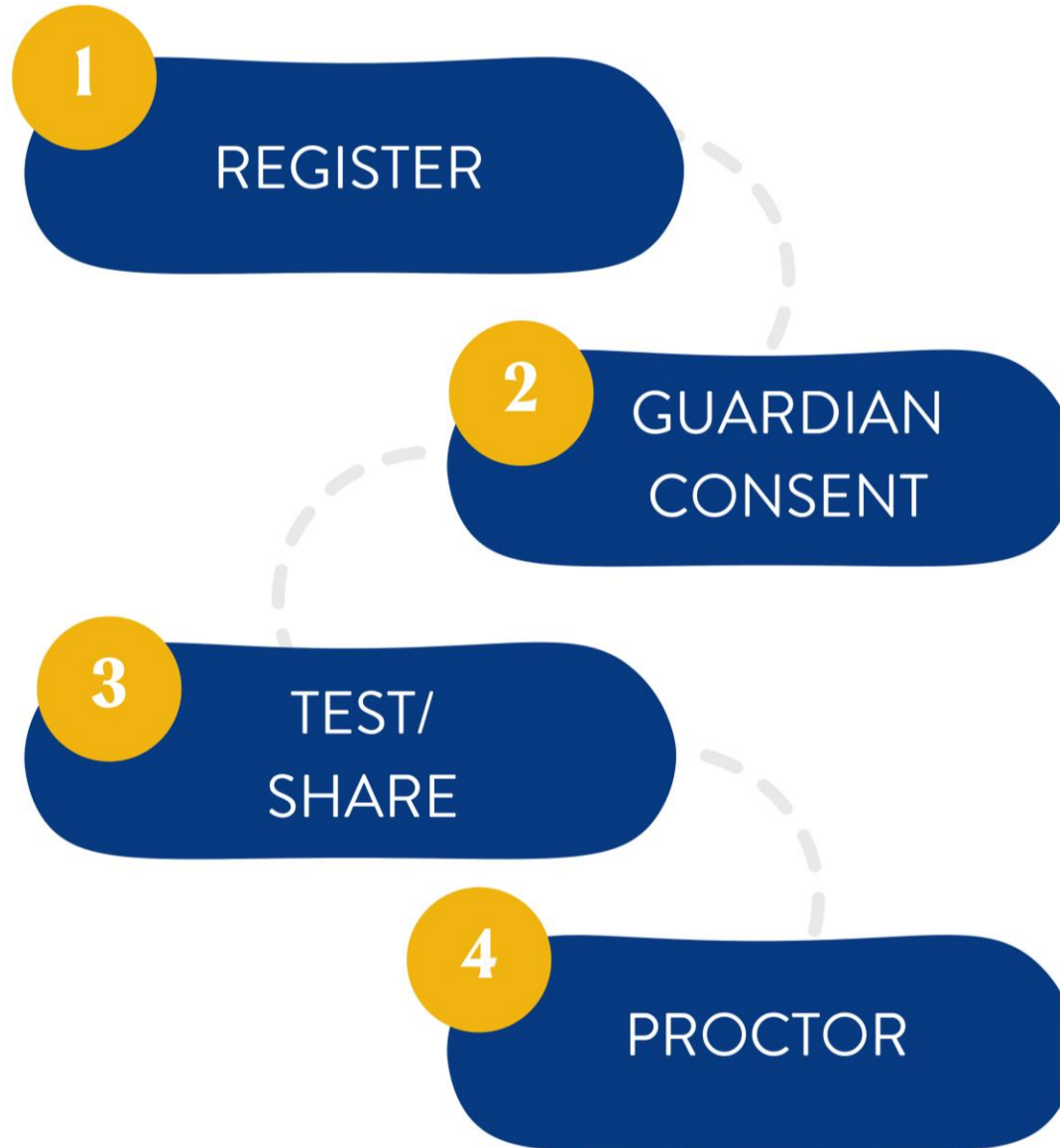
- Inform local and state programs, policies, and practices
- **Support healthy youth development**
 - Prevent risky behaviors
 - Promote protective factors to mitigate risks

Training Roadmap

- Admin overview
- Changes from 2024
- Tech support

kctcdata.org/school-administrators

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

Optional Modules

Primary
Contact

Depression / Suicide



Family Domain



Demographics for
Sexual Orientation



Demographics for
Gender Identity



**SURVEY
WINDOW
EXPANDED!**

NEW!



SEPT. 2, 2024 -

JAN. 31, 2025

SURVEY ADMINISTRATION PROCESS AT A GLANCE

Coordinator



Primary contact

- Work with superintendent
- Register district



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Proctors

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2022 Legislation Reminders

Provide copy of survey via
this link on your website...

kctcdata.org/families/view-the-survey

...and include optional modules



Coordinator

For additional information, please refer to your local Student Privacy Policy, Kansas Association of School Boards (KASB) resources for IDAE-3, and the Kansas State Department of Education (KSDE). June 2022

2022 Legislation Reminders

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



Coordinator

For additional information, please refer to your local Student Privacy Policy, Kansas Association of School Boards (KASB) resources for IDAE-3, and the Kansas State Department of Education (KSDE). June 2022

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

<input type="text"/>	<input type="text"/>
Guardian Signature	Print Guardian Name
<input type="text"/>	<input type="text"/>
Print Child Name	Date

Guardians must check Yes within 4 months

Coordinator

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

NAME

Guardian Signature

NAME

Print Guardian Name

NAME

Print Child Name

DATE

Date

Students may **NOT** participate if:

- Guardian selected No, returned blank page, or didn't return page
- Consent collected > 4 months before proctor

COLLECT CONSENT

Coordinator



**Survey window: Sept. 2, 2024, - Jan. 31, 2025*

Consent Example

- Consent: **May 24**
- Proctor **by Sept. 24**

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

1 mo.

JULY

2 mo.

AUGUST

3 mo.

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Proctor
survey

4 mo.

Exceeds 4
months

Coordinator

SURVEY ADMINISTRATION PROCESS AT A GLANCE

Coordinator



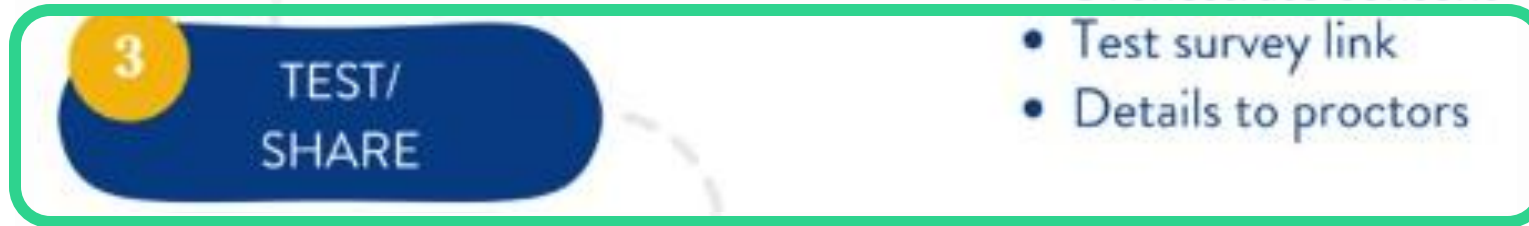
Primary contact

- Work with superintendent
- Register district



Coordinators

- Orchestrate consent
- Test survey link
- Details to proctors



Proctors

- Prepare classes
- Proctor survey



Test Survey Link



1. Ask IT to whitelist:

- KCTC Wildcard: [*kctcdata.org*](#)
- Survey Link:

<https://surveys.kctcdata.org/s3/studentsurvey2025>

2. Test the survey link

Send Details to Proctors

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

Coordinator



SURVEY ADMINISTRATION PROCESS AT A GLANCE

Proctor



Primary contact

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- Register district

Coordinators

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Proctors

- Prepare classes
- Proctor survey

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

The live survey will open (at this same link) to
proctor for students starting
September 2, 2024

**Surveys submitted before Sept. 2 will be
considered test surveys and DELETED**

surveys.kctcdata.org/s3/studentsurvey2025

Pre-Proctor To-Dos

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



Low Vision Mode off

Low Vision Mode

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

<input type="checkbox"/> Mother	<input type="checkbox"/> Aunt	<input type="checkbox"/> Grandfather	<input type="checkbox"/> Stepsister(s)	<input type="checkbox"/> On my own
<input type="checkbox"/> Foster mother	<input type="checkbox"/> Father	<input type="checkbox"/> Uncle	<input type="checkbox"/> Brother(s)	
<input type="checkbox"/> Stepmother	<input type="checkbox"/> Foster father	<input type="checkbox"/> Other adults	<input type="checkbox"/> Stepbrother(s)	
<input type="checkbox"/> Grandmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Sister(s)	<input type="checkbox"/> Other children	

Low Vision Mode on

Low Vision Mode ✓

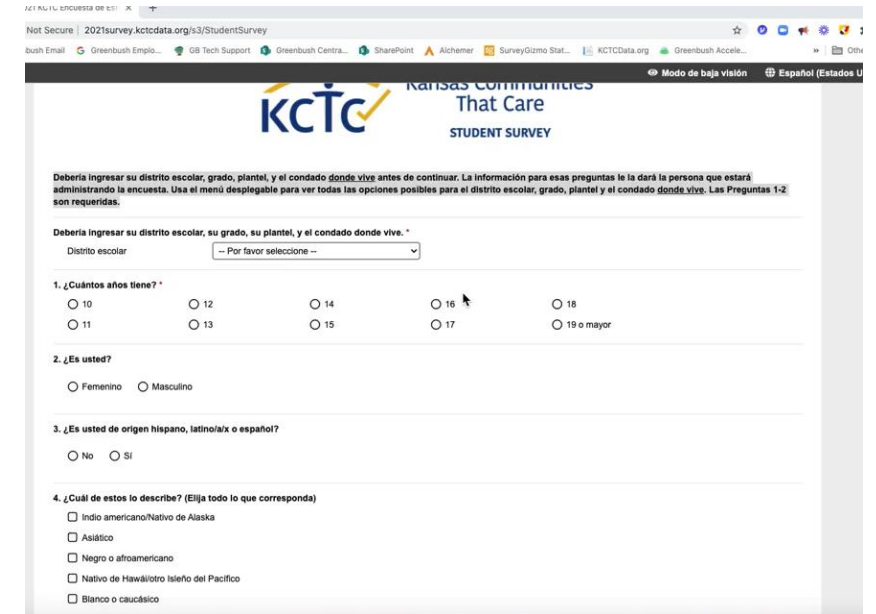
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<input type="checkbox"/> Stepmother	<input type="checkbox"/> Foster father	<input type="checkbox"/> Other adults	<input type="checkbox"/> Stepbrother(s)	
<input type="checkbox"/> Grandmother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Sister(s)	<input type="checkbox"/> Other children	

Compatible screen reader technology

- JAWS
- NVDA
- VoiceOver
- Focus 40 braille

Proctor



Audio: Google Extension Read Aloud

Day of Survey

Share survey link

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



[HTTPS://SURVEYS.KCTCDATA.ORG/S3/STUDENTSURVEY2025](https://surveys.kctcdata.org/s3/studentsurvey2025)

WE WANT TO KNOW
HOW YOU FEEL.

YOUR INPUT MAKES A DIFFERENCE
IN WHAT WE CAN DO TO IMPROVE
OUR SCHOOL AND COMMUNITY.



Take the KCTC
survey here!

surveys.kctcdata.org/s3/studentsurvey2025

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

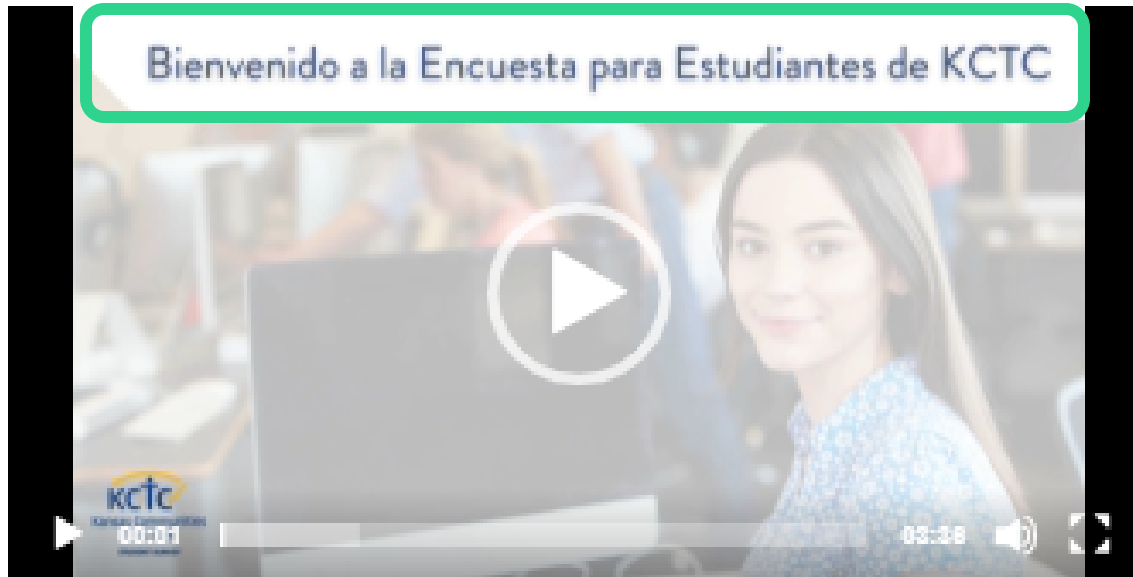
Esta encuesta se puede realizar en inglés o español. Por favor elija su idioma preferido a continuación.

±

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 connectedness

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.

SENESC IRB STUDY#2022-01

CLICK NEXT TO CONTINUE TO THE SURVEY.

I understand that by clicking "next" I agree to take this survey and will start the survey.

Back **Next**

DEPRESSION-SUICIDE RESOURCE

SUICIDE AND CRISIS LIFELINE

Text or call 988

988LIFELINE.ORG/CHAT/

Proctor

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 suicidepreventionlifeline.org/chat**

[Kctcdata.org/proctor](https://kctcdata.org/proctor)



Demographic Question

- School District
- Grade
- Building
- County



Please choose your school district, your grade, your school building, and the county in which you live. *

School District

School districts are listed by public school USD, then private school name

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

Let's Take It
from the Top!



surveys.kctcdata.org/s3/studentsurvey2025

Final Tasks

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



CONTACT US



Direct link to 4-step
administration process



KCTCdata.org

Kctcdata.org/school-administrators



KCTC@greenbush.org



620.724.6281, ext. 366



[@KCTCStudentSurvey](https://www.facebook.com/KCTCStudentSurvey)