

KCTC Survey Administration Training



2025-2026

What is the KCTC?

Built on a prevention framework, data helps:

- Track trends
- Provide anonymous platform for student voice
- Apply for programs that benefit students
- Support healthy youth development
- Positively impact academic success
- Inform strategic planning



30 ✓
Years
OF LISTENING
TO YOUTH

General Info

2025-26 SURVEY

Same admin timing
as last year

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

Administration window:

**Sept. 2 –
Jan. 31**

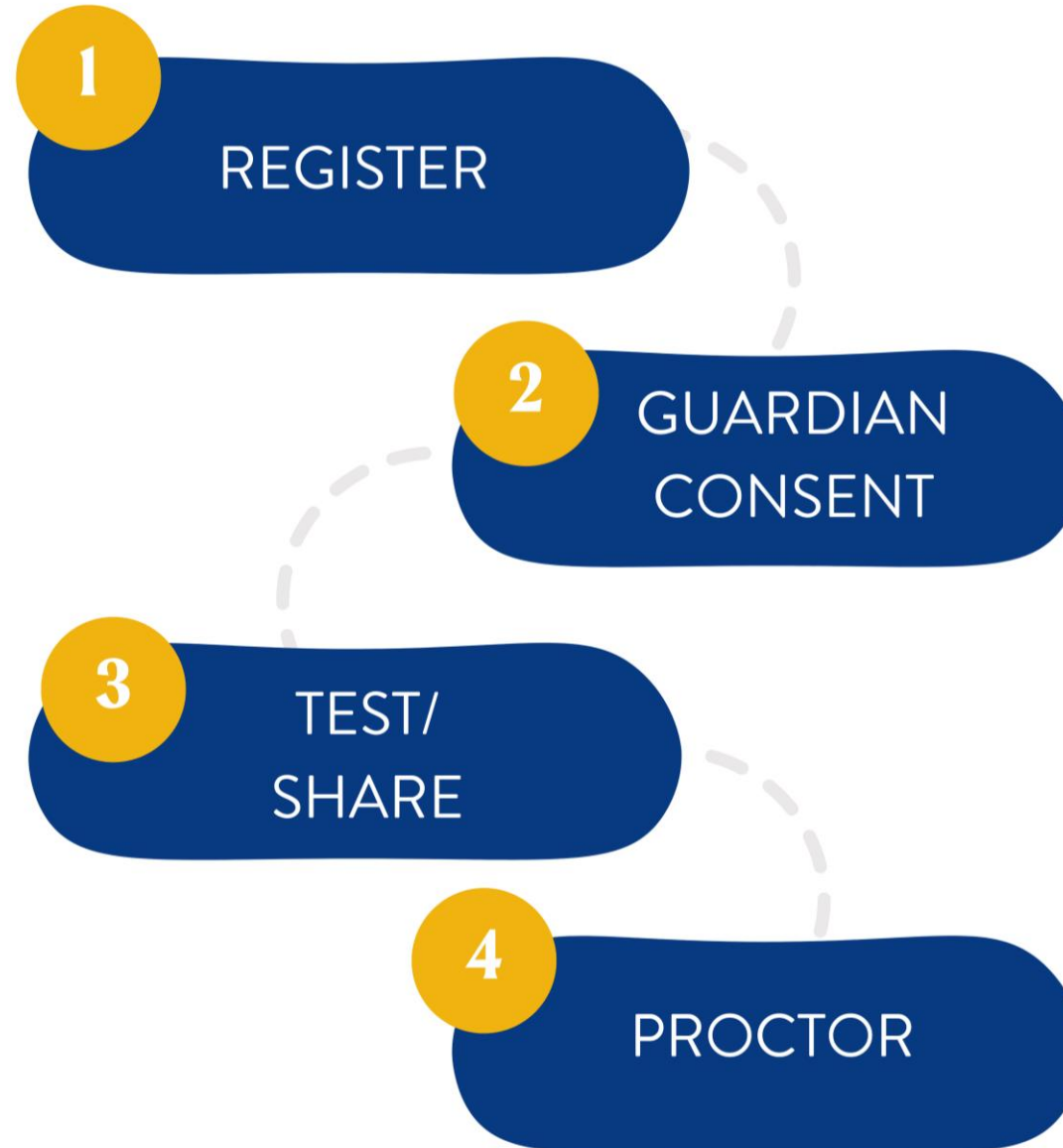


Training Roadmap

- Admin overview
- Tech support
- Survey review

kctcddata.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

Register

(including optional modules)

1.
Primary
Contact

Depression / Suicide



Family Domain



**Demographics for
Sexual Orientation**

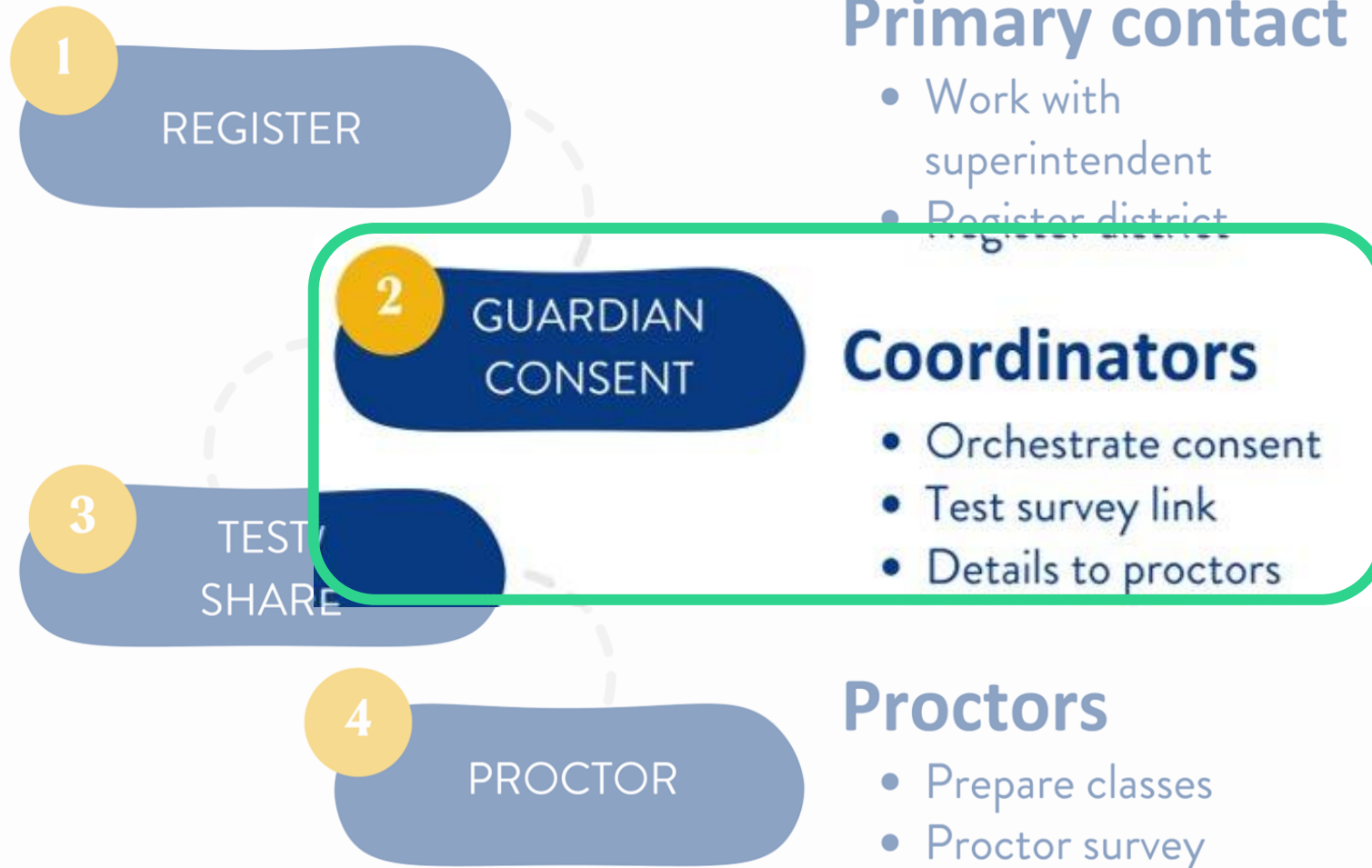


**Demographics for
Gender Identity**



SURVEY ADMINISTRATION PROCESS AT A GLANCE

2. Coordinator



2022 Legislation Reminders

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

kctcdata.org/families/view-the-survey

...and include optional modules



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



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

Guardian Signature

Print Guardian Name

Print Child Name

Date

Guardians must check Yes within 4 months

2.
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

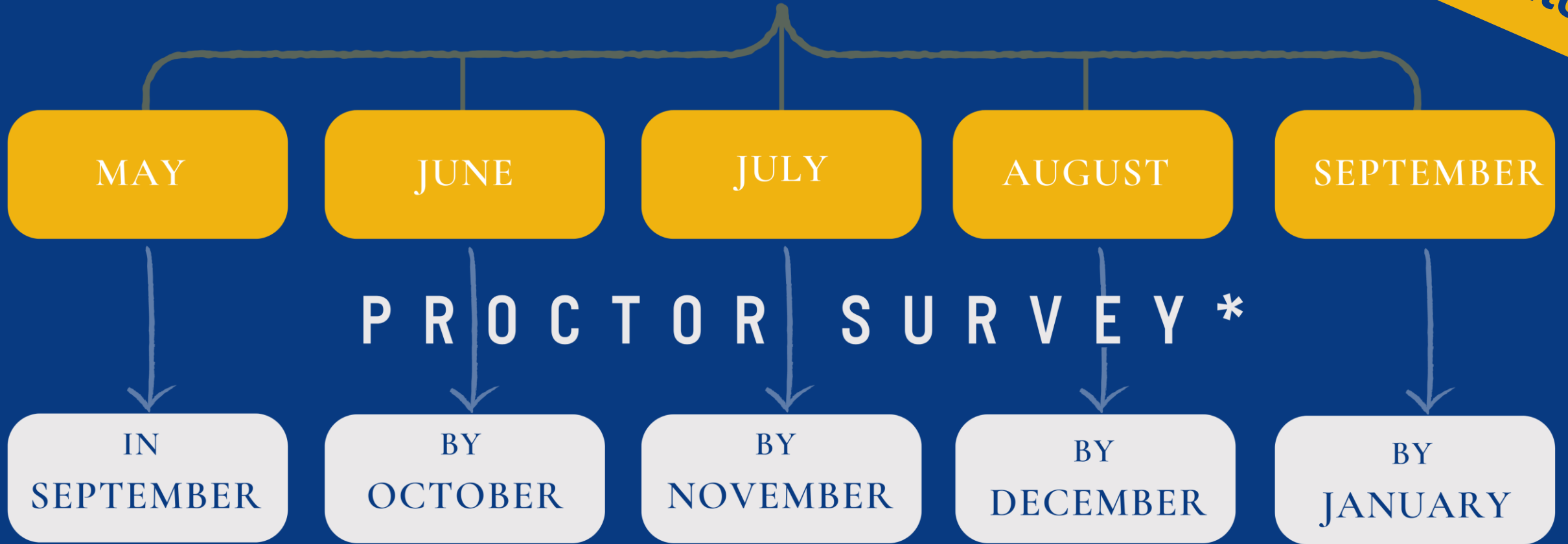
Date

Students may **NOT** participate if:

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

COLLECT CONSENT

2.
Coordinator



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

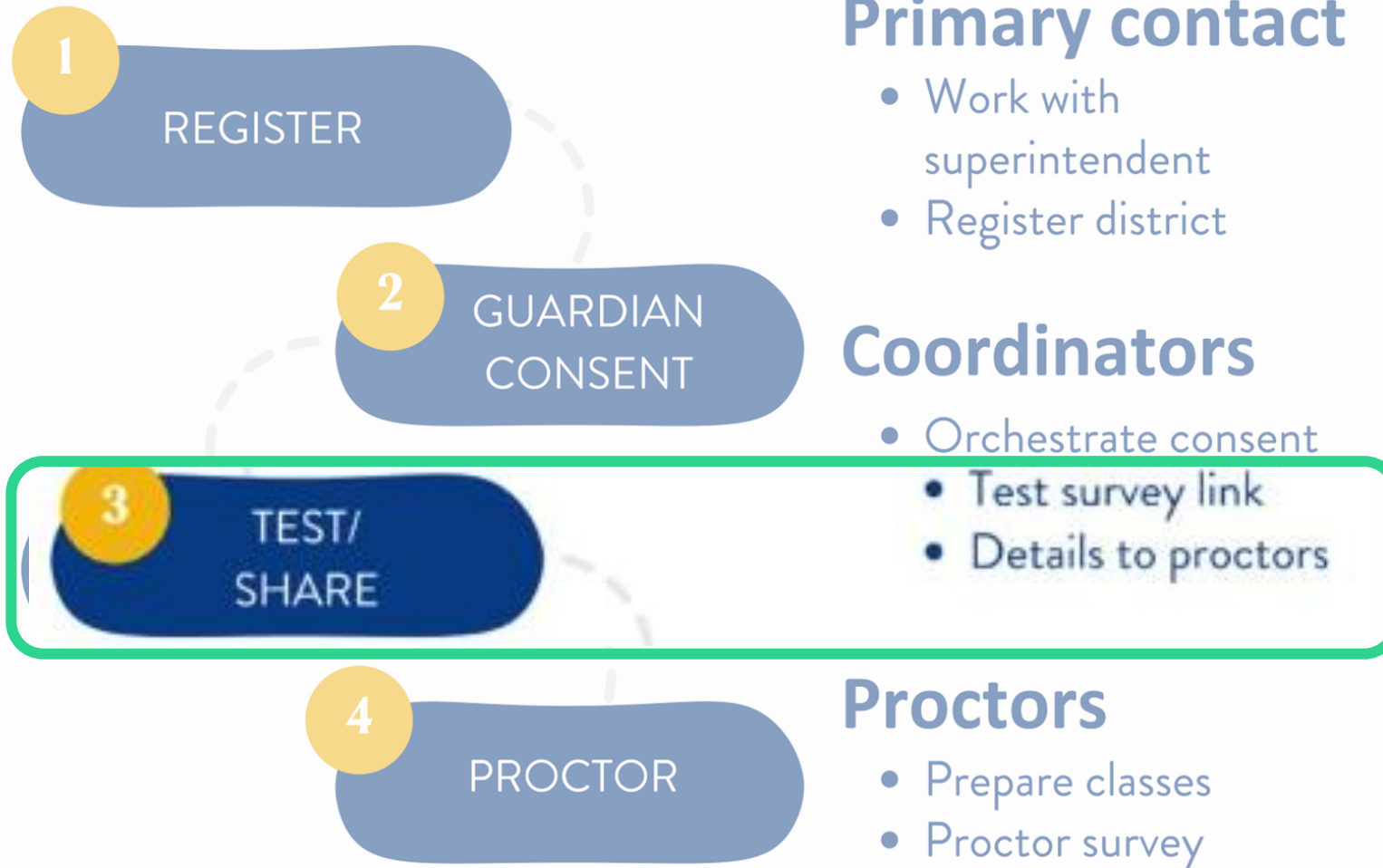
4 mo.

Exceeds 4
months

2.
Coordinator

SURVEY ADMINISTRATION PROCESS AT A GLANCE

3. Coordinator



[Kctcdata.org/test-share](https://kctcdata.org/test-share)

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

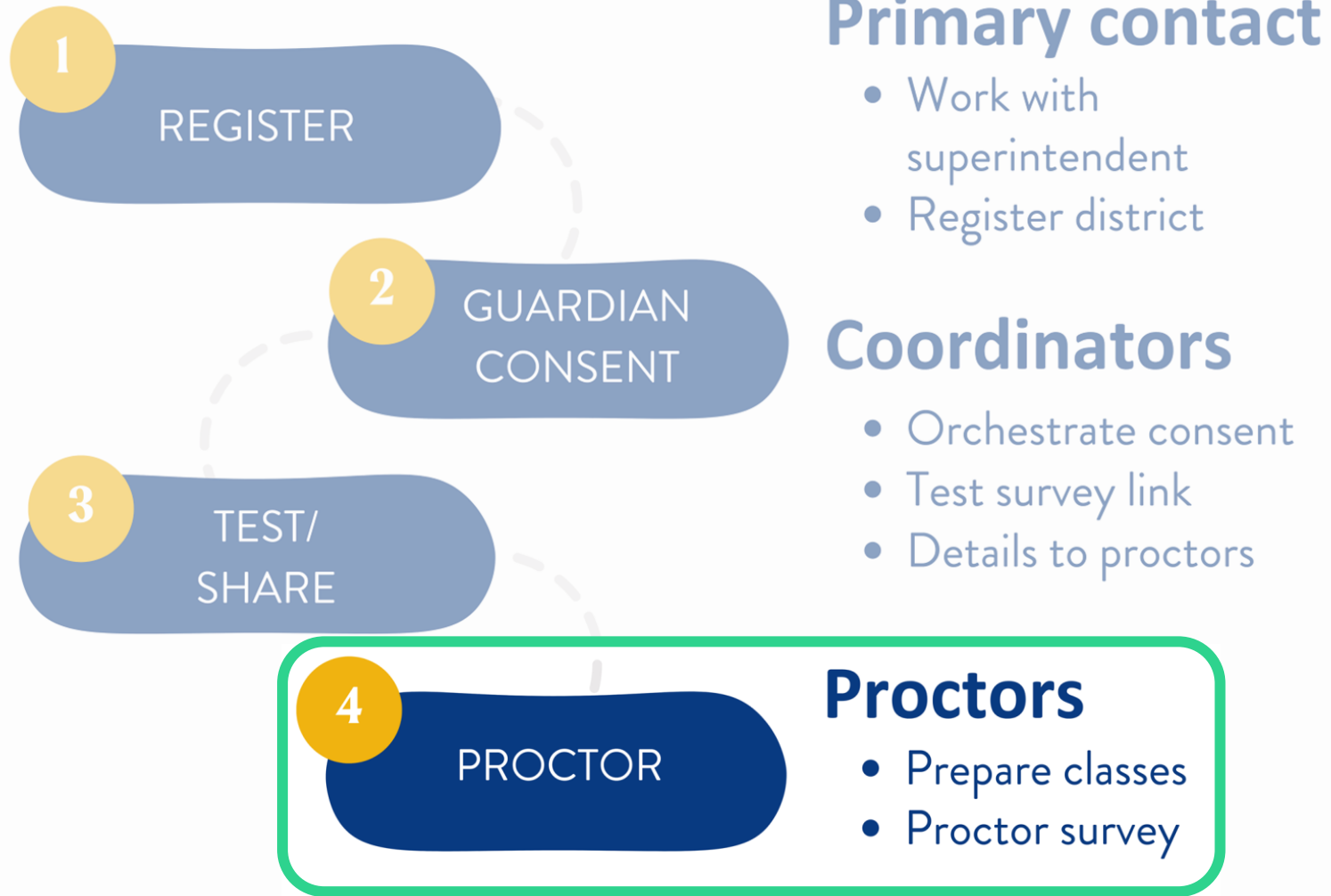
Send Details to Proctors



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

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 2, 2025

**SURVEYS SUBMITTED BEFORE SEPT. 2 WILL BE
CONSIDERED TEST SURVEYS AND DELETED**


surveys.kctcddata.org/s3/studentsurvey2026

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 ✓

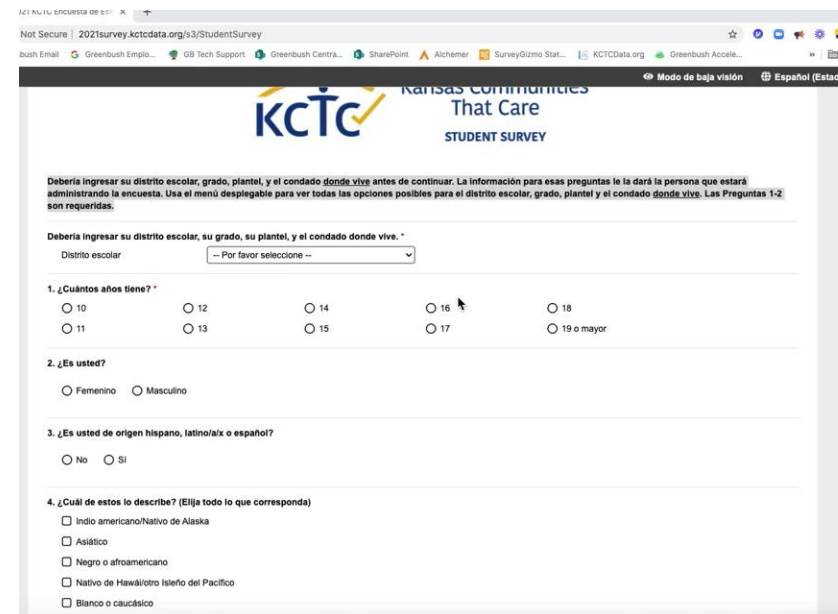
7. Think of where you live most of the time. Which of the following people live there with you? (Choose all that apply)

<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	

Compatible screen reader technology

- JAWS
- NVDA
- VoiceOver
- Focus 40 braille

Proctor



A screenshot of a web browser displaying the KCTC Student Survey form. The browser's address bar shows the URL "2021survey.kctcdata.org/s/3/StudentSurvey". The page header includes the KCTC logo and the text "Kansas Communities That Care STUDENT SURVEY". Below the header, there is a section for user information with a dropdown menu for "Distrito escolar" and a question "1. ¿Cuántos años tiene?". The question has radio button options for ages 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 or older. Below this is question 2, "¿Es usted?", with radio button options for "Femenino" and "Masculino". Question 3 is "¿Es usted de origen hispano, latino/a/x o español?", with radio button options for "No" and "Sí". Question 4 is "¿Cuál de estos lo describe? (Elija todo lo que corresponda)", with checkboxes for "Indio americano/Nativo de Alaska", "Asiático", "Negro o afroamericano", "Nativo de Hawaio/otro Iseño del Pacífico", and "Blanco o caucásico".

Audio: Google Extension Read Aloud

kctcdata.org/proctor

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



[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/studentsurvey2026

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

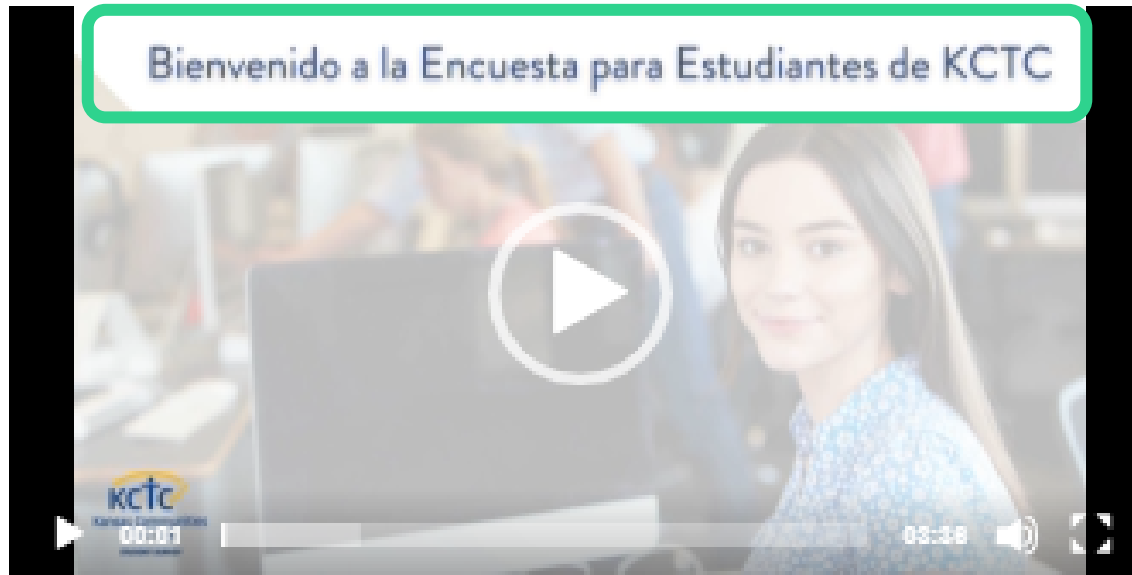
Esta encuesta se puede realizar en inglés o español. Por favor elija su idioma preferido a continuación.

±

☐ 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

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

[Kctcddata.org/proctor](https://kctcddata.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. *

Schools are listed by:

1. *Public* school
USD #, then
2. *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.kctcddata.org/s3/studentsurvey2026

Final Tasks

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



Direct link to 4-step
administration process



KCTCdata.org

Kctcdata.org/school-administrators



KCTC@greenbush.org

CONTACT US



620.724.6281, ext. 366



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



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