



2021-2022 Survey Coordinator Letter

October 15, 2021

To: District Survey Coordinators

From: Rachel Phillips, KCTC Project Manager

**Survey Administration
may occur between:**

**November 1st, 2021
&
January 31st, 2022**

Thank you for serving as a District Survey Coordinator and participating in the **2022 Kansas Communities That Care (KCTC) Student Survey**. The survey should be administered to students in grades 6, 8, 10 and 12 between **November 1st, 2021**, and **January 31st, 2022**. All surveys will be administered using an online survey tool.

Based on input from stakeholders, this year's survey has been modified to shorten and improve the overall survey experience for students.

- **Readability**
 - The language has been adapted to improve readability for all students, promote inclusivity, and address relevancy
- **Length**
 - Several questions were removed, and new survey technology has reduced the time it takes to complete the survey depending on each student's responses. The average time it took students to complete the survey in 2021 was 27 minutes. Keep in mind, some students are able to finish more quickly while others may need additional time.

Instructions for District Survey Coordinators are provided on the following page. Additional instructions and resources are provided for teachers/proctors in the [Student Survey Administration Guidelines](#).

You will need the following documents for preparation and administration.

- Parent Consent Form [LINK HERE](#)
- Parent Consent Form Tracking Sheet [LINK HERE](#)
- FY 2022 KCTC Student Survey Link [LINK HERE](#)
- Student Survey Administration Guidelines [LINK HERE](#)
- Letter to Teachers [LINK HERE](#)

If you have any questions, please contact The KCTC Team at Greenbush at 620-724-6281 Ext. 366 or kctc@greenbush.org and our team will be ready to assist you.



District Survey Coordinator Instructions

Three essential tasks to coordinate in your district for administration of the 2021 KCTC Student Survey:

1

Document Parent Consent

If your district has not already distributed [parent consent forms](#), please distribute consent forms and KCTC parent information as soon as possible to allow time to collect signed forms before administering the survey.

[Document signed parent consent](#) and provide a list of students included/excluded to each teacher or proctor administering the survey.

[Click for Parent Consent Form](#)

[Click for Parent Consent Form Tracking Sheet](#)

2

Test survey to confirm teachers/proctors and students can access the URL

This year's survey is administered using an online survey tool. The URL for this year's survey is:

<https://surveys.kctcdata.org/s3/studentsurvey2022>

Please whitelist this wildcard: ***kctcdata.org***

Please share the URL and wildcard with your IT department to ensure it is not blocked by the district firewall or content filtering system. It is important to [test the survey link ahead of time](#) on a student device in the environment where the survey will be taken to be sure the URL is accessible. If you run a separate network for students and teachers, please ensure access to the URL is approved on both networks. Some school internet security systems may require [additional whitelisting; to learn more, click here](#).

[Click for IT Tips \(Video\)](#)

[Click for IT Tips \(PDF\)](#)

This survey may be taken on any device with internet access. A smartphone is not recommended.

Any web browser may be used; however, Google Chrome is best when using the [Google Extension Read Aloud](#).

3

Disseminate Administration Guidelines to Teachers/Proctors

The documents below should be provided to each participating teacher/proctor approximately two weeks before the survey date.

- [Letter to Teachers](#): Introduces teachers to the survey.
- [Survey Administration Guidelines](#): This includes instructions on preparation, room set-up, remote administration, & student survey video instructions.

[Click for Letter to Teachers](#)

[Click for Administration Guidelines](#)

Curious to learn more about KCTC 2021-22?

Check out the [KCTC Technical Assistance presentation recording linked here](#).

Visit us at kctcdata.org to learn more.