

KCTC Guidance

Changes to Parent Consent Requirements

**NEW LEGISLATION WAS PASSED DURING THE 2022 SESSION THAT WILL IMPACT FUTURE SURVEY ADMINISTRATION
2022-2023**

Active consent from parents is required for students to participate in the KCTC Student Survey. The number one way to increase participation is to include the parent consent letters in your school enrollment packets for incoming 6th, 8th, 10th & 12th-grade students. If your school enrollment falls outside the four-month window before your district's selected survey administration date, you will need to collect consent again within four months of survey administration.

The survey administration window is open from November 1 through January 31. Use the KCTC Parent Consent Letter available for download at kctcdata.org.

- PROVIDE A COPY OF THE SURVEY: Post this weblink to your school website for parents to view the KCTC Student Survey questions and state which optional modules your district will elect to participate in: <https://kctcdata.org/families/view-the-survey/>
- FOUR MONTH CONSENT WINDOW: Collect parent consent within four months of administering the KCTC Student Survey.
- SEPARATE CONSENT: Collect consent separately from other surveys, using the Parent Consent Letter provided by KCTC available for download at kctcdata.org in English and Spanish.



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

NEW
4 MONTH
REQUIREMENT
2022-2023

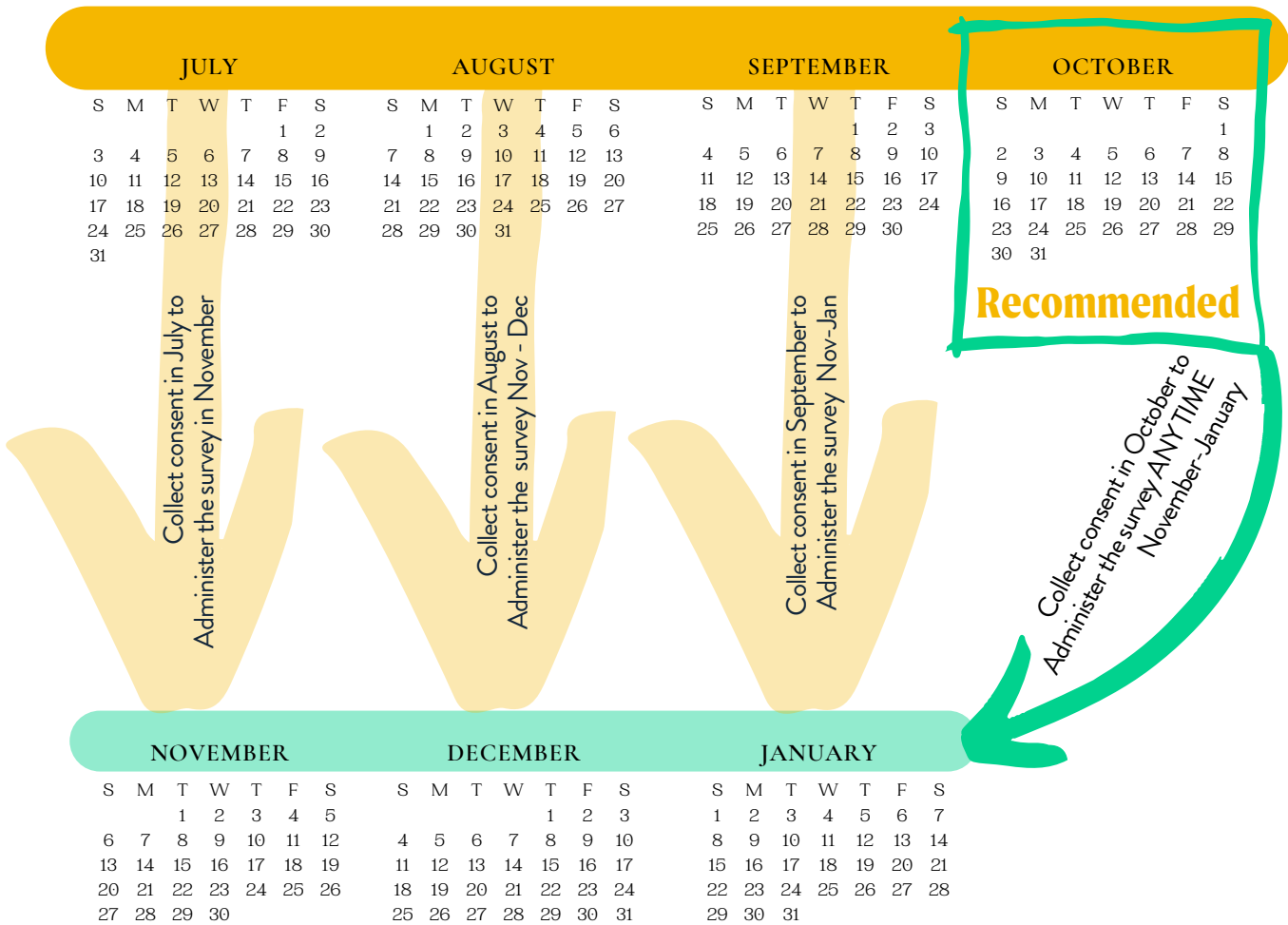


**Kansas Communities
 That Care**

STUDENT SURVEY

**FOUR MONTH TIMETABLE
 FOR ACTIVE CONSENT COLLECTION AND SURVEY ADMINISTRATION**

COLLECT CONSENT



ADMINISTER SURVEY



GREENBUSH
 THE EDUCATION SERVICE CENTER

