

KCTC Guidance

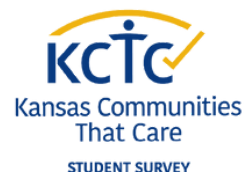
Guardian Consent Requirements

LEGISLATION WAS PASSED DURING THE 2022 SESSION THAT IMPACTS SURVEY ADMINISTRATION 2024-2025

Active consent from guardians is required for students to participate in the KCTC Student Survey. The number one way to increase participation is to include the guardian informed consent and signature page 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 September 2 through January 31.

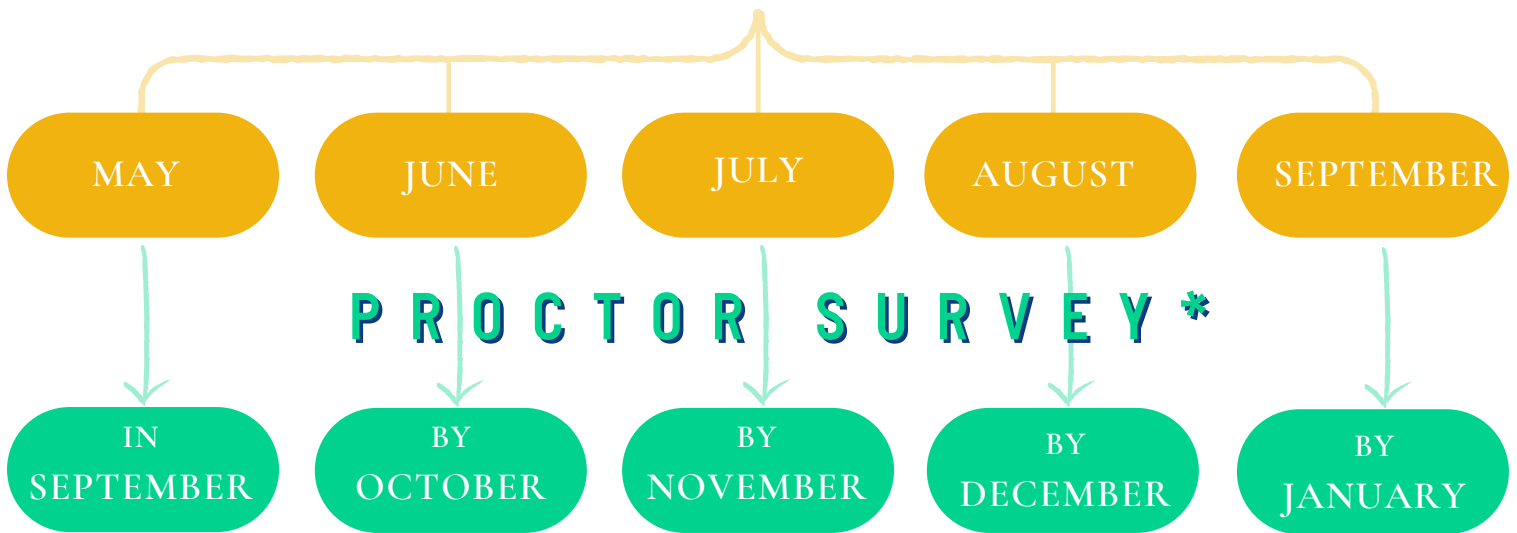
- **PROVIDE A COPY OF THE SURVEY:** Post this weblink to your school website for guardians to view the KCTC Student Survey questions and state which optional modules your district will elect to participate in: <https://kctcdata.org/families/view-the-survey/>
- **FOUR MONTH CONSENT WINDOW:** Collect guardian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



Revised March 2024

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).

COLLECT CONSENT



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

EXAMPLE

Districts collecting consent **May 24**
could proctor the survey from **Sept. 2 - 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

Exceeds 4 months

4 mo.