

## Indicator 8 Parent Involvement Survey Instructions

School districts and charter schools are required to administer the online-only survey annually from **November 1<sup>st</sup>—May 31<sup>st</sup>**.

State agencies do not administer the survey.

The [State Performance Plan](#)—Indicator 8: Parent Involvement—requires ADE/Exceptional Student Services (ESS) to annually submit survey data on the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. The Indicator 8 target this year for SY '20 is 67%. This percentage—the Indicator 8 measurement—is calculated from completed surveys and is reported after the survey closes.

### Get Started

- Log into [ADEConnect](#) – ESS Portal – ESS Data Surveys – Parent Involvement Survey
  - ✓ If you don't already have access to the survey application or need to add additional users who should have the right to use this information and administer the survey, contact your entity ADEConnect administrator and ask to be assigned the **ESS Parent Survey: User Role**.
- The ADEConnect ESS Parent Involvement Survey application displays
  - Student List/Login Codes
  - Survey Instructions for PEAs
  - Survey Instructions for Parents
  - Mail Merge Instructions (how to merge student codes to the parent letters)
  - Question-by-Question Report Instructions
  - Progress Report Instructions
  - **Note:** *The progress report participation rate shows the approximate number of completed/not completed surveys. Currently, ESS does not require a minimum participation (response) rate. Continuous efforts to reach the highest possible participation rate will yield valid and useful data.*

### Survey Administration

#### NEW:

- Districts will distribute login codes to parents of their Private Day/Tuited-out students.
  - Students over 18 years-of-age will take the survey, *unless* a parent has retained IEP rights. The parent who has retained special education rights will complete the survey, not the student.
  - Secure Care facilities will administer the survey.
    - **Note:** Currently, references to “parents”, “my child’s” and “families” throughout this document and in the survey questions also pertain to students who are eligible to take the survey.
1. Download the **SY '20** Student List.
    - a. The October 1<sup>st</sup> special education census list is used to generate the student lists. Be aware that the lists can update until the reconciliation process is complete.
    - b. Review the list prior to printing the parent instruction letter.
      - i. You may choose to remove students who have withdrawn or no longer have an IEP. Deletions will not affect internal ADE data collection systems.
      - ii. Do not survey parents of students who are no longer receiving special education services.
  2. Merge the Excel student list and the Word parent instruction letter to add each student's name, school name, and unique login code to a personalized parent letter. Use your software help tool for mail merge instructions or the instructions posted on the ADEConnect Parent Involvement Survey application.

3. Distribute confidential parent instruction letters.
  - a. Give every family of a student ages 3 through 21 who has an IEP survey instructions and a login code.
  - b. Parents complete separate surveys for each of their children who has an IEP.
  - c. The instruction letter informs parents that the survey is confidential. Your assurance that school staff can't access individual survey responses will increase participation.
  - d. As soon as possible, involve classroom, administrative office, and IT staff to devise a distribution and follow-up plan.
  - e. Use methods that are successful with your families (e.g., IEP and parent teacher meetings, direct mail, secure email, backpacks, school events).
  - f. Follow-up phone calls, emails, and personal interactions to confirm parents received a login code and understand their input is valued will increase participation. Track which parents have received follow-up contact.
  - g. Should the parent choose to retake the survey, the same login code can be reused.

#### Data Collection

- Based on each unique login code, the survey extracts demographic information about the child from AzEds (i.e., race, ethnicity, age, grade, disability category) and allows ESS to summarize results for individual PEAs and school sites.
- As required by IDEA '04, Indicator 8 results for PEAs with six or more special education students will be posted for public viewing on the ESS website (i.e., the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.) **FYI:** This is not the percent of parents who completed the survey.
- Question-by-question summaries, including the Indicator 8 measurement of parent involvement, will be posted in ADEConnect after the survey closes.
- The Indicator 8 measurement will be used for Program Support and Monitoring risk analysis.

#### Parents Survey Portal—<https://ADEParentSurvey.azed.gov>

- The short online-only survey can be completed in about twenty minutes on a computer, tablet, or smart phone.
- Parents are prompted to choose English or Spanish. For other languages utilize the same methods you use to involve families who are unable to read English or Spanish.
- Each unique—confidential--login code, the survey extracts demographic information about the child from AzEds.
- Likert scale questions (Strongly Agree, Agree, Disagree, Strongly Disagree, Not Applicable)
  - 1) I work together with the IEP team as an equal partner to develop my child's IEP.
  - 2) I feel comfortable telling my ideas about how well special education services meet my child's needs.
  - 3) The teacher(s) keep(s) in touch with me regularly about my child's progress.
  - 4) My relationship with the school staff has a positive effect on my child's education.
  - 5) Administrators are available to discuss my questions or concerns.
  - 6) My child's school helps me play an active role in my child's education.
  - 7) The school explains what choices I have if we disagree.
  - 8) Overall, I am satisfied with how my child's school makes it easy for me to be involved.

Open-ended question: *Questions 1—8 are always confidential. Question 9 will be confidential unless the parent identifies their child or a specific situation.*

  - 9) How does your child's school encourage you to be involved?