Excellence with Integrity™

Catholic School Improvement Survey– Parent Feedback

Diocese of Syracuse

**Survey Collection Guide**

**SETON CATHOLIC CENTRAL**

**Your Unique School Survey ID Code is Q#714**

Dear Pat,

Our Diocese is continuing the work we began last year by partnering with the Excellence with Integrity Institute to gather some important information for our schools to use. In the pages that follow you will find helpful information for the survey collection process. We have tried to provide all the information you need to gather important parent feedback and have a successful data collection.

We have provided a sample letter/email for you to communicate with parents about the process. We have also included some best practices for getting the word out and getting a good parent response rate. We encourage you to remind parents often about the survey and how important their feedback is for the school.

We suggest principals allow at least a three week collection window for parents to complete the survey. **Please administer the survey through March 3rd.** The Institute will be monitoring the response rates, processing the data & producing your reports.

Please note there is an option for parents to select the survey to appear in Spanish. They follow the link provided and choose Spanish in the drop down menu in the upper right corner.

You also have the opportunity to ask your parents additional questions specific to your school. There are three open ended feedback collection boxes at the end of the Parent survey called Additional Question 1, Additional Question 2 & Additional Question 3. If you plan to use these boxes, please include those questions and which box you want the answer in the sample letter/email below.

Thank you for your time and attention to these details and as always please feel free to reach out to me with questions

God Bless,

Donald Mills

Assistant Superintendent

**Sample Parent Letter/Email:**

<<Date>>

Good evening families of <<school>>:

Annually, <<school>>invites parents to provide feedback on five key areas of their child/children’s experience at our school:

* Instructional Quality
* Constituent Relations
* Operational Excellence
* Financial Health
* Overall satisfaction

We use a third party non-profit organization, the Excellence with Integrity Institute, to collect this data through an anonymous survey and to report the results in summary form back to the school.The survey should take about 10-15 minutes to complete.

Our school uses your feedback as part of our continuous improvement effort.  This is your opportunity to share your opinion about what works well and what you feel needs improvement at our school. I hope that you will help us with this essential task by completing the anonymous survey by **March 3rd**.

We have a few additional questions on this year’s survey. You will see open-ended collection boxes at the end of the survey where we can collect your feedback on the following important items:

1. (*For Families with Seniors only*) We understand your plans for the coming year may not be settled. Please answer the best you can based on your family's current post graduation plans.

Which of the choices below best describes your education/career plans for your student after graduation?

1. Enrolled in a Catholic college/university
2. Enrolled in SUNY school
3. Enrolled in a 4-year college
4. Enrolled in a 2-year college
5. Enrolled in a career or technical training program (earning a certificate but not a degree)
6. Enrolled in an apprenticeship program
7. Enlisting for military service
8. Pursuing a vocation to the priesthood or religious life
9. Working for pay (including self-employment)
10. Seeking employment
11. Taking some time off (for example, for a gap year, bridge year, for travel, for health reasons, etc.)
12. Taking care of family or other caregiving responsibilities
13. Other – (please describe)

(Please provide your answer in the Additional Question1 comment box at the end of your survey.

***<<Include if applicable>>***

1. When<<……>>? (Please provide your answer in the Additional Question 2 comment box at the end of your survey.
2. Where<<…..>>? (Please provide your answer in the Additional Question 3 comment box at the end of your survey.

So please use this chance to have your voice heard by completing the survey at this link:

<https://www.research.net/r/syracuse-pf>

You must enter the School Survey ID code <<ID>> to access our school’s survey.

Thank you and God Bless,

Name

Principal

**Best Practices for Increasing Participation in the Parent Survey**

**What are some best practices for raising awareness among parents about the Catholic School Improvement Survey?**

All means the principal/school uses to communicate to parents about the survey are important and the more mediums the better. Announce on letters home with the students, posters at school, sandwich boards outside at drop off and pick up, text messages and emails from the principal, Facebook, Twitter and Archdiocese/Diocese and school websites. It is also good to make announcements or advertise during school events where the parents are in attendance. A letter of support from the Archdiocese/Diocese that articulates the survey is implemented by an independent organization and is anonymous and confidential can often be helpful. Be sure to share the ease of completing the survey online and that it takes 10 – 15 minutes. Please plan on at least three follow up reminders after the initial invitation at least weekly.

**What are some best practices for getting parents to complete the CSIS?** The most important part of the process is the recognition that stakeholders have been heard and their input fully considered. Many of the things that emerge tend to be easily fixed, “small-ticket” issues. When stakeholders are heard, and when they see responsiveness to their feedback, the mission and values of the schools are reinforced. By giving parents voice and then showing their voice has been heard by improving in any given area increases participation by parents in subsequent years.