# **Agenda**

* **Overview of Parent Survey Process**
* **Review of 2015 Parent Survey Data**
	+ Responses are Anonymous
	+ Surveys are also available in Spanish. *If you need additional Surveys (English or Spanish please contact Sue Hightower ASAP.* (770) 704-4212
	+ White form: Each school must assign a Coordinator who will be responsible for faxing Parent Survey Distribution Count form to Lisa Ward, Georgia Center for Assessment, at 706-542-5676 **AND** to the CCSD’s Office of Special Education at 770-479-6697. *You will need to distribute ALL of the survey forms that have been provided for each school. If you need additional surveys, please contact Sue Hightower for more. Do not share from school to school.*
	+ Ways to Complete the Survey
		- Print
		- On-line at: [www.P2Pga.org](http://www.P2Pga.org) or [www.parentmentors.org](http://www.parentmentors.org)
		- <http://archives.gadoe.org/ci_exceptional.aspx> .
		- At IEP meetings that occur during the distribution period.
	+ Pitfalls of Current Survey
		- Survey must be completed in **pencil**.
		- If there are two responses to one question, the item is thrown out.
		- If **fewer than 5 questions are answered**, the survey will be deemed invalid.
		- Some questions are unclear and are leading.
* **Review of Parent Survey**
	+ **2016 FOCUS**- Suggestions for High Satisfaction Rate:
		- Parent-friendly questions document for teachers to use to explain items.
		- Labels for each print copy of the survey with reminders.
		- Data collection window is February – May, 31, 2016.
		- Plan for face-to-face distribution (Parent Conferences, IEP meetings, etc.)
	+ Suggestions for High Return Rate
		- OSE gift to each school’s Special Education Department staff in May, 2016
		- Low cost student incentives (suggestions attached)
* Periodically, Principals will receive an email from Charlette Green with their return rate percentage updates as the information is received from the GaDOE.

# **2015 Parent Survey Action Plan**

1. Distribution date range:
2. Plan for face to face distribution:
3. Plan for student incentives:
4. OSE support needed:
5. Other: