



Parent Survey: Special Education

2019

The following process has been developed to administer the Georgia Parent Survey for Special Education in Oconee County Schools, in order to obtain the best returns and results. The survey window will be open from **January 16, 2019 to May 15, 2019**. The online survey is available in both English and Spanish. The OCS Parent Mentor, Amy McCollum, will send out the link to all special education teachers/case managers as soon as it is available. **Every parent of a student with an IEP** will be given the opportunity to complete the online survey at the time of their student's annual IEP Review (including "speech only").

For students whose annual IEP meeting occurred **prior** to the opening of the survey window, the student's case manager will contact the parent and provide them with the survey link, making every effort to ensure that all parents of students with IEPs complete the survey.

1. The department chair should discuss ideas for incentives with their departments, and develop an incentive that you think would work best for your students and their parents, to increase survey completion. School administrators are open to helping with this! Ideas for incentives include ice cream/fruit slushy coupons from the cafeteria, a pass to a school sports event, a coupon for additional computer/tech time, or a PBIS reward. Notify Amy Mc of the incentive your school will be using by **January 31**.
2. At the time the **Notice of Meeting** is generated for the student's annual IEP review, the case manager will include the **Parent Survey information sheet**, and a **Parent IEP Preparation Sheet** for the IEP meeting. If the notice of meeting is being sent electronically as an attachment to an email, those documents can also be sent electronically as an attachment. If the notice is being sent home as a hard copy, the parent letter and the preparation sheet should be sent home in print as well. Include "Complete Parent Survey" on the IEP meeting agenda.
3. Throughout the school year, and at the IEP meeting, the case manager will intentionally consider and implement (as appropriate) the suggestions offered by our district parent mentor ("**Parent Survey – Teacher Tip Sheet**"). These suggestions included simple ideas like making sure the parent understands that tests such as EOCTs and Georgia Milestones are "state-mandated tests", letting parents know how best to communicate with school staff, provide a copy of Parent's Rights and explain what it is, and providing information on learning opportunities (calendar for parent workshops).
4. At the end of the IEP meeting, the case manager will have a Chromebook or laptop ready, with the survey pulled up, and request that the parent take a few moments to

complete it (assure parents that the survey is only 10 questions and won't take long). Give parents a few moments to complete the survey in private, and to hit "submit" when they finish; assure them that their answers will be anonymous. Don't forget to give the student their incentive!

5. For parents of students whose **IEP meetings were held before the survey window opened** (August 2018 – January 15, 2019), case managers should email them the link and encourage them to complete the survey. One way to use an incentive in this situation is to ask the parent to print or take a screen shot of the screen at the end of the survey, and email or text it in to receive the incentive. Another option is to have a Chromebook or laptop available in the front office or the media center for parents to stop by and complete the survey (this option would benefit families with limited access to technology as well). Be sure these students receive their incentive, too!
6. Amy will also be continually promoting the survey through parent emails, periodic reminders, posting the link on the Special Education web page, and the Parent Connections website.
7. Department chairs will be updated on survey returns for each school, as we receive those reports from DOE, so you will be aware of what has been received **each week**.

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<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/Parent-Survey.aspx>