March 19, 2014

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

RE: School Culture and Climate Surveys

As part of the Alabama State Department of Education’s continuing efforts to provide useful tools to schools and systems, we are pleased to announce the immediate availability of two new surveys aimed at gauging the health of your schools’ culture and climate. Both survey instruments, a student survey and a teacher/faculty survey, are accessible on the AdvancEd platform and can be administered in the same manner as other surveys found on that site. In addition, instructions for administering the surveys can be found on the attached document.

I am pleased to invite teachers and students statewide to complete the applicable surveys. Data gleaned from their administration should help all of us develop a more holistic assessment of the strengths and challenges that we face in our schools.

If you have any questions or concerns regarding the School Culture and Climate surveys, please contact Mrs. Patience Oranika at poranika@alsde.edu or Mrs. Logan Searcy at lsearcy@alsde.edu or (334) 242-9742.

TRB:JAT:RH

Attachment

cc: K-12 Principals
Administering a Survey:

1. Log into ASSIST, click the Diagnostic & Surveys tab at the top of the screen, and then the Surveys sub-tab.
2. Click Start a Survey to begin the survey set-up process. The Create Survey page appears.
3. Select the survey to administer from the dropdown list. Click Preview Surveys to review the content prior to administering the surveys.
4. Select a survey, provide a description, and click Next.
5. Review survey selection and description and click Create Survey. School systems can review their school selection by clicking the Selected Institutions tab.
6. Click the survey name to preview the survey and/or begin the survey administration process.
   a. The Institutions tab shows the list of institutions selected for inclusion in this survey administration.
   b. The Web Administration tab provides a survey link to administer the online survey. A sample email invitation is also provided that includes the embedded survey link.