



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Thomas R. Bice  
State Superintendent of Education

March 19, 2014

**MEMORANDUM**

Alabama  
State Board  
of Education

Governor  
Robert Bentley  
President

**TO:** City and County Superintendents of Education

Tracy T. Roberts  
District I

**FROM:** Thomas R. Bice *TRB*  
State Superintendent of Education

Betty Peters  
District II

**RE:** School Culture and Climate Surveys

Stephanie Bell  
District III

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.

Yvette M.  
Richardson, Ed.D.  
District IV

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.

Ella B. Bell  
District V  
President Pro Tem

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

Charles E. Elliott, M.D.  
District VI  
Vice President

Jeff Newman  
District VII

TRB:JAT:RH

Mary Scott Hunter, J.D.  
District VIII

Attachment

Thomas R. Bice, Ed.D.  
Secretary and  
Executive Officer

cc: K-12 Principals

FY14-3035



## 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.