

Family Engagement Survey Overview/Instructions

Thank you for your interest in administering the *Family Engagement Survey*. This document provides an overview of the survey and instructions for administering it through the districttools.org website. For instructions on general use of the website, [click here](#).

In this document, you will find the following sections:

1. [Overview](#)
2. [Launching a Survey](#)
3. [Distributing/Administering a Survey](#)
4. [Taking a Survey](#)
5. [Checking Response Rates](#)
6. [Viewing Results](#)
7. [Interpreting Results](#)
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Section 1: Overview

The *Family Engagement Survey*¹ is an online survey designed to inform district and building leaders about their district/building's success at engaging parents in the education of the children. The survey is designed to be distributed to every student's parents/guardians.

The *Family Engagement Survey*:

- Evaluates the engagement of parents/guardians within five separate domains.
 - Do staff members create a **welcoming environment** for parents?
 - Do staff members collaborate with parents in **supporting student learning**?
 - Do staff members practice **effective communication** with parents regarding their children's education?
 - Do staff members practice **sharing power and advocacy** with parents regarding their children's education?
 - Do staff members facilitate **community involvement**?
- Is based on the PTA National Standards for Parent-School Partnerships.
- Is sensitive to change.
- Is quick and easy to complete online, resulting in a high response rate.
- Empowers parents to affect meaningful change in district/school culture.
- Produces reliable results across grade levels.

When used in conjunction with other data, the *Family Engagement Survey* provides administrators and educators the opportunity to recognize strengths in their family engagement practices and create strategies for improvement.

Responses are confidential. No personally identifiable data is included in the automatically generated summary reports or in the Excel/CSV raw data downloads. Additionally, district- and building-level data will not be available to anyone if they are neither a website administrator nor expressly granted access to the results through a membership invitation on your district Dashboard page. If you have any additional questions or concerns regarding your data, please contact tasneval@ku.edu.

¹Noonan, P.M., Gaumer Erickson, A.S., Groff, J. (2015). *Family Engagement Survey*. Kansas Technical Assistance System Network (TASN). Adapted from *Family Engagement: A critical component to building an empowering culture in Kansas Multi-Tier System of Supports (MTSS)*. Topeka, KS: TASN.

The *Family Engagement Survey* consists of the following 15 items rated on a Likert-type scale from 1 (*Strongly Disagree*) to 5 (*Strongly Agree*).

	Strongly Disagree	2	3	4	Strongly Agree
	1	2	3	4	5
1. In this school, staff (e.g., administrators, teachers, counselors) build positive relationships with families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. When I walk into this school, I feel welcome.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I am invited to a variety of events about student learning (e.g., open house, new family orientation, back to school nights, or literacy/math nights).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The school offers an easy-to-navigate website with meaningful information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. School staff listen to my concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I'm provided understandable data on my child's progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. In this school, staff regularly communicates with me (e.g., communication notebook, letters, postcards, email, phone calls, texts, website, or newsletters).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I'm provided clear information about policies, programs, improvement efforts and events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. School staff consult me before making important decisions about my child's education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If my child receives additional supports, I am provided with information about these supports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. School staff keep me well informed about how my child is doing in school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I have a good working relationship with school staff in which we solve problems together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I'm provided useful information about how to support my child's learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The school partners with businesses and community organizations in a variety of ways (e.g., volunteer opportunities, field trips, guest speakers, mentoring, tutoring, or leadership team participation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The school helps my family connect with community resources that we need.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Launching a Survey

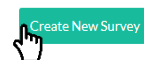
When you're ready to launch the *Family Engagement Survey* for your district or any of its buildings:

1. Click the **Create New Survey** button on your district's districttools.org Dashboard page.

Example District Dashboard

[Instructions for General Site Use](#)
[Family Engagement Survey Overview/Instructions](#)

Surveys



2. Select **Family Engagement Survey** from the *Survey* dropdown menu.

Create a New Survey

* Survey

Family Engagement Survey

* Short URL:

3. **Create a short URL** for your survey by typing text in the *Short URL* box. This gives respondents a simple option for accessing the survey. In the example below, respondents could type `districttools.org/usd100families` into their web browser to access the survey. Additional ideas to simplify survey distribution are included in **Section 3: Distributing/Administering a Survey**.

* Short URL:

`https://districttools.org/` `usd100families`

This creates a short URL for your survey, like: `https://districttools.org/example`

4. Ensure that all of the buildings for which you want to gather responses are included in the list and that the boxes beside their names are checked. For instructions on adding buildings to your district, refer to **Section 4: Adding Buildings** in [the General Site Usage Instructions](#).

This creates a short URL for your su

Buildings

- Example High School
- Example Middle School

5. Click **Create Survey**.

Create a New Survey

* Survey

Family Engagement Survey

* Short URL:

`https://districttools.org/` `usd100families`

This creates a short URL for your survey, like: `https://districttools.org/example`

Buildings

- Example High School
- Example Middle School

Create Survey Nevermind

6. Your new *Family Engagement Survey* will now appear on your district Dashboard page.

Surveys

Create New Survey

Survey Name	Status	First Opened	Closed	Responses
Family Engagement Survey	Open	2017-01-10 18:18:00 UTC		0



Section 3: Distributing/Administering a Survey

Now that your survey is ready to go, it's time to gather responses! Strategize ways to disseminate the survey link you created to parents/guardians (in the example survey created in the previous section, this would be www.districttools.org/usd100families).

If you **need to access this link again**, click on the survey on your district's Dashboard page.

Surveys

[Create New Survey](#)

Survey Name	Status	First Opened	Closed	Responses
Family Engagement Survey	Open	2017-01-10 18:18:00 UTC		0



The link you created for the survey will appear toward the top of your survey results page.

District Tools All Districts All Users All Surveys

Family Engagement Survey

District: [Example District](#)

Share it: <https://districttools.org/usd100families>



The survey is designed to be completed once per school. If the parent/guardian has children in multiple schools, the survey will prompt them to respond to the items multiple times – once for each district building in which they have a child/children enrolled.

Ideas for disseminating the survey link include:

- Having parents complete the survey as part of parent/teacher conferences or some other school event.
- Emailing parents the survey link.
- Distributing the survey link in a letter sent home with students asking parents to complete the survey.

Below is sample text for an email/letter to send to all parents/guardians in your district.

We are asking for your feedback to gage how well [District or School Name] engages families in the education of your children. Please follow this link to complete this brief, 15-item survey to let us know how we're doing.

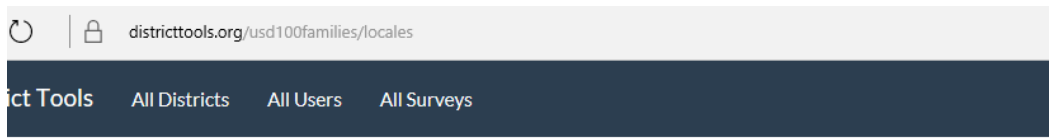
[\(LINK\)](#)

Thank you.

Sincerely,

Section 4: Taking a Survey

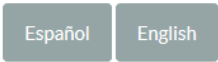
When a parent/guardian accesses the survey link, they will immediately see a page that identifies your district and asks them to select the language in which they'd prefer to complete the survey.



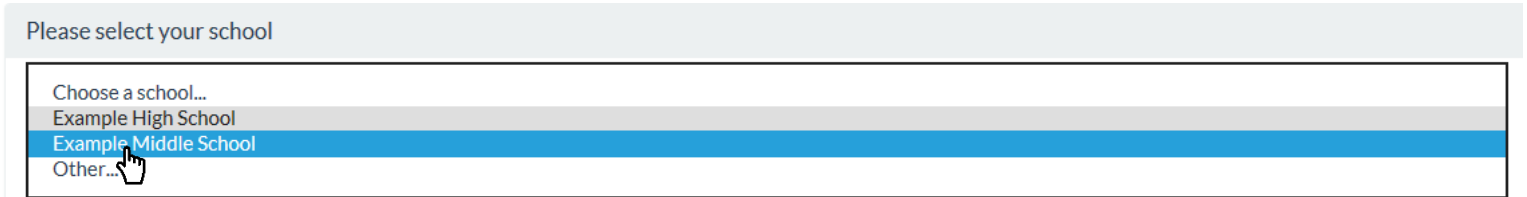
Example District Family Engagement Survey

Por favor seleccione un idioma:

Please select a language:



Once the parent/guardian has selected their preferred language, they will be asked to select a building and given the instructions **“If you have children in more than one school in this district, please answer for one school at a time.”** If they select the *Other* option, they will receive an additional prompt to identify the building.



Then, they will have the opportunity to rate each of the 15 survey items on a 5-point, Likert-type scale. They will also have the option to leave items blank if they feel those items do not apply to them.

Directions: Please CHECK ONE response that best describes your child's school. If an item is not applicable to you, please leave it blank. The information will be used to help your school better engage families in their children's learning.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
In this school, staff (e.g., administrators, teachers, counselors) build positive relationships with families.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
When I walk into this school, I feel welcome.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

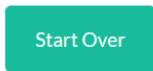
After completing the survey for that building, the parent/guardian will be prompted to complete the survey for any additional buildings in which they have students.

Example District Family Engagement Survey

Do you have children who attend any other schools in this district? You can take the survey again here:

<https://districttools.org/usd100families>

Thank you for completing this survey! Your responses have been recorded.



Section 5: Checking Response Rates

In real time, you can view the total responses for your survey on your district’s Dashboard page to the far right of the survey name. To see response rates by building, **click on the survey** under *Survey Name*.

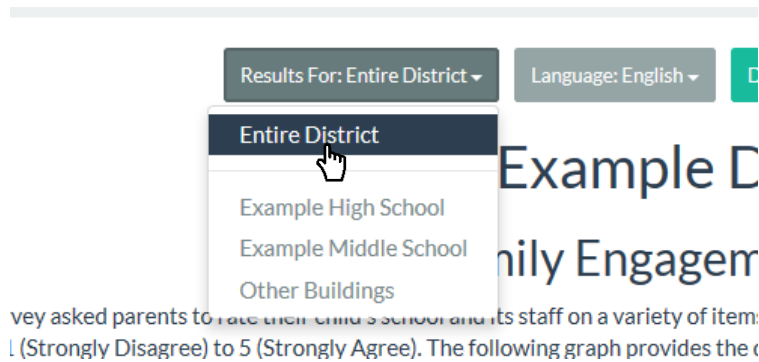
Surveys

Create New Survey

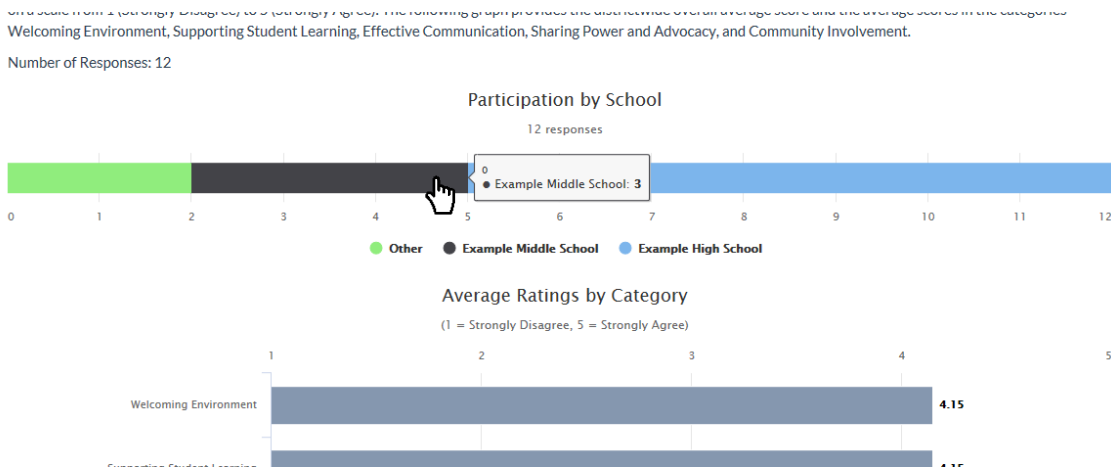
Survey Name	Status	First Opened	Closed	Responses
Family Engagement Survey	Open	2017-01-10 18:18:00 UTC		12



On the survey results page, make sure that *Results For: Entire District* is selected.



Here, you can view the number of responses by building. Each building’s responses are displayed as a proportion of the total responses. In order to quickly see the number of responses for one particular building, simply **move your cursor over the bar** representing that building.



Section 6: Viewing Results

As soon as parents/guardians start responding to the *Family Engagement Survey*, you’ll be able to go to the survey results page **by clicking on the survey** under *Survey Names* on your district’s Dashboard page.

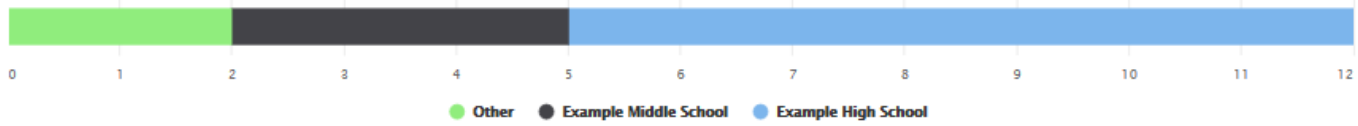
Surveys

Create New Survey

Survey Name	Status	First Opened	Closed	Responses
Family Engagement Survey	Open	2017-01-10 18:18:00 UTC		12

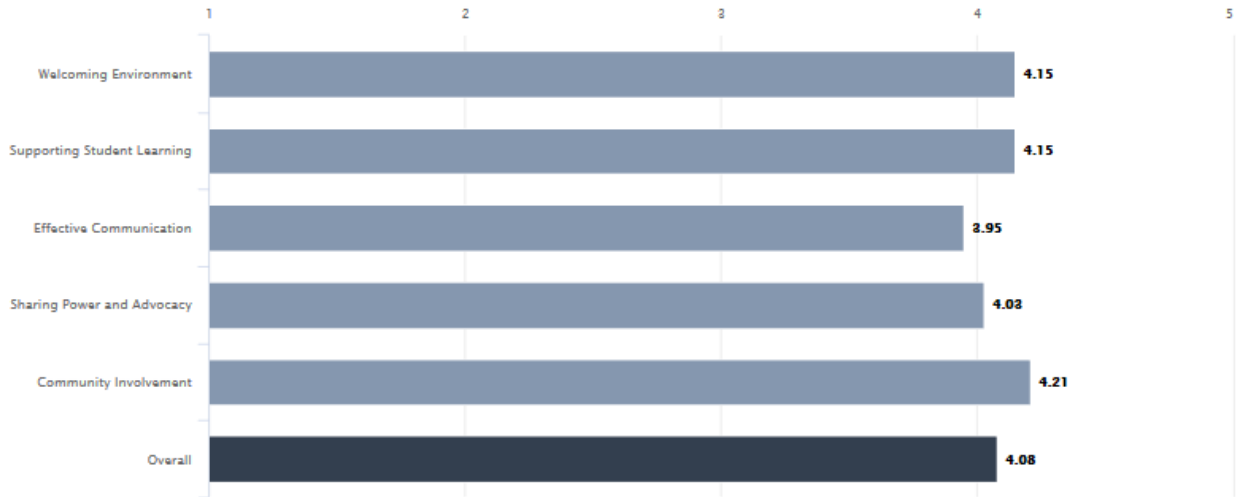


By default, the survey results page displays results for all buildings selected for the survey (*Entire District*). You will see the current number of responses for each building, the average rating for each of the 15 survey items (located within the category that item represents), for the five separate categories that encompass these items (i.e., Welcoming Environment, Supporting Student Learning, Effective Communication, Sharing Power and Advocacy, and Community Involvement), and for all 15 items together (the *Overall* bar on the *Average Ratings by Category* graph).



Average Ratings by Category

(1 = Strongly Disagree, 5 = Strongly Agree)

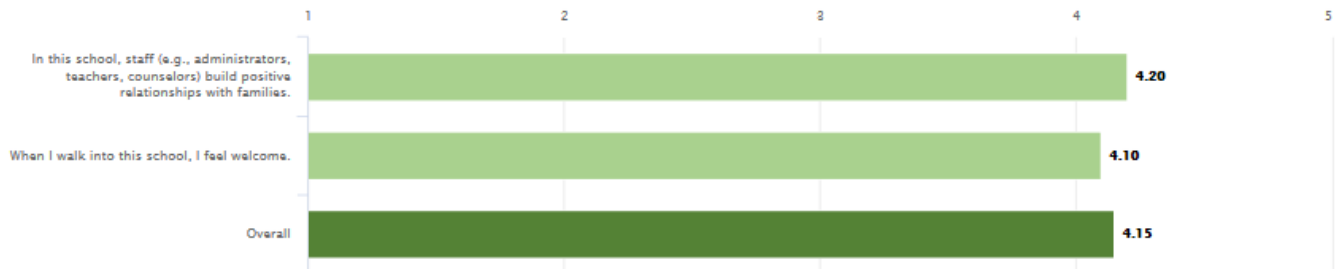


Welcoming Environment

Two survey items addressed whether parents felt their child's school was welcoming and whether staff at that school worked to build positive relationships with them.

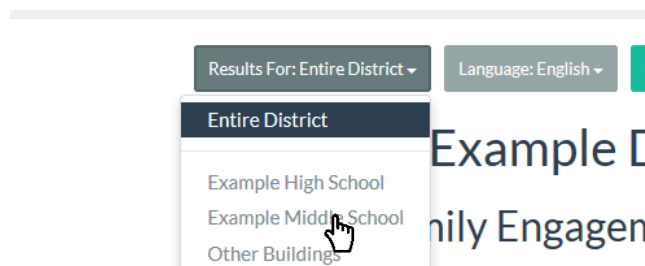
Welcoming Environment

(1 = Strongly Disagree, 5 = Strongly Agree)



Supporting Student Learning

To view results for an individual building, **click on the *Results For:* button** and select a building.



Survey asked parents to rate their child's school and its staff on a variety of items: (1 = Strongly Disagree) to 5 (Strongly Agree). The following graph provides the c

To have the results reported in Spanish, **select Spanish** from the *Language*: dropdown menu.

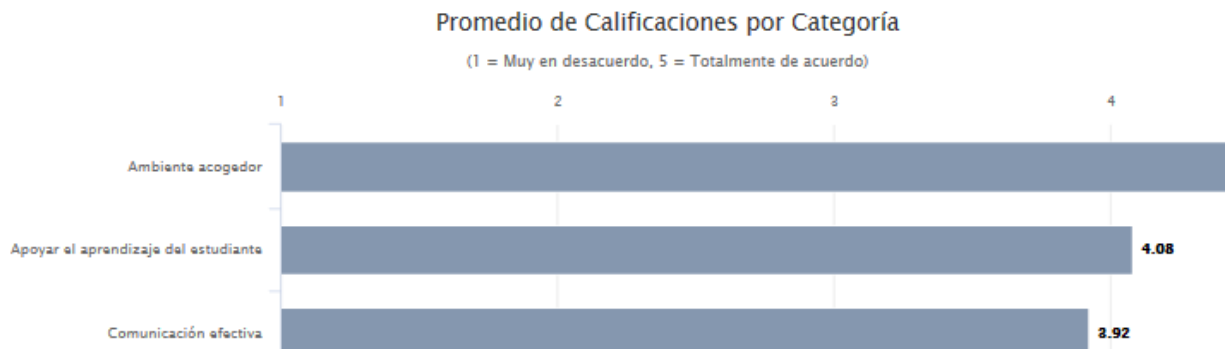
Results For: Example Middle School ▾ Language: Spanish ▾ Download Responses as XLS ⬇️ Download Responses as CSV ⬇️

Example District Example Middle School

Encuesta sobre el compromiso de la familia

Esta encuesta de 15 ítems pidió a los padres para evaluar la escuela de su hijo y de su personal en una variedad de artículos relacionados con la participación en la comunidad. Los padres clasificaron los elementos en una escala de 1 (muy en desacuerdo) a 5 (muy de acuerdo). El siguiente gráfico proporciona la puntuación del distrito y las puntuaciones medias en las categorías de bienvenida para el Medio Ambiente, el apoyo al aprendizaje del estudiante, la comunicación eficaz compartida y la defensa, y de la Comunidad.

Número de respuestas: 3



To print or download a PDF of whichever results you're viewing, **click the Download as PDF button**.

Results For: Entire District ▾ Language: English ▾ Download Responses as XLS ⬇️ Download Responses as CSV ⬇️ Download as PDF ⬇️

Example District

Family Engagement Survey

Once the website has finished generating the PDF, **click Take me There!** to access it.

Finished!
Your request has been processed.

Take me There!

You can print or save these results by typing **Ctrl+P** (to print) or **Ctrl+S** (to save) or by using the icons/menus available for whichever internet browser you're using.

Section 7: Interpreting Results

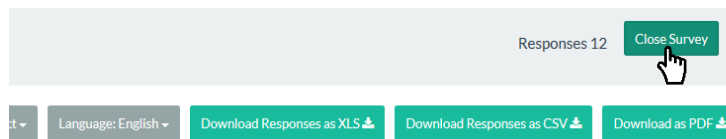
Family Engagement Survey results provide aggregated data for your district and each school regarding the PTA National Standards for Parent-School Partnerships. The results should be used to identify strengths and prioritize areas of improvement.

Guided Discussion Questions

1. Quickly glance through the data. What are your first impressions?
2. Does the number of survey participants adequately represent our students' parents/guardians?
3. Celebrate successes: Which items or domains show high levels of engagement? What processes, events, etc. are in place that support these high levels of engagement?
4. How do the results align with our impressions? Is additional data needed?
5. Prioritize needs: Which items/domains show low levels of engagement? Which items highlight areas that could be improved over the next year?
6. Next steps: How do the results influence our communication with parents and our strategies to engage them?

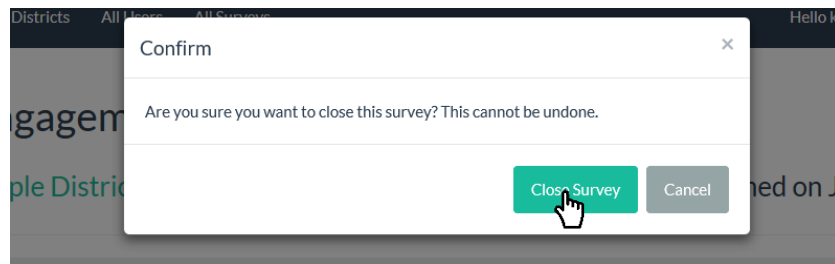
Section 8: Closing a Survey

Once you're finished collecting responses, **click the *Close Survey* button** on the survey results page.



Example District

Once a survey is closed, **it cannot be reopened**. If you need additional results, a new *Family Engagement Survey* will have to be launched and results from the two surveys will not be aggregated automatically. If you're sure that you are done collecting responses, select *Close Survey* again in the window that pops up to confirm your decision.



Your *Family Engagement Survey's* status will now change to *Closed* on your district's Dashboard page. Anyone who accesses a link for a closed survey will receive the following message:



Example District

Family Engagement Survey

Los sentimientos, esta encuesta se ha cerrado.

We're sorry, this survey has been closed.

Section 9: Additional Assistance

For additional assistance or any questions regarding districttools.org or the *Family Engagement Survey*, please contact tasneval@ku.edu.