

**Date:** December 13, 2018

**To:** All Principals

**From:** Jennifer Sasser, Associate Superintendent  
Research, Accountability and Grants  
Illatawie Showalter, Director  
Accountability and Improvement

**Recipients:** Principals, Assistant Principals, and AdvancED Primary Contacts

**Subject:** AdvancED Survey Window 2019

The 2019 AdvancED accreditation survey windows will open Tuesday, January 15, 2019. The Accountability and Improvement department has staggered the survey windows to help schools focus on completing survey response rates in phases.

### Staff Survey Window

January 15, 2019 through January 30, 2019

January 2019						
SU	MO	TU	WE	TH	FR	SA
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Student Survey Window

January 15, 2019 through February 27, 2019

January 2019							February 2019						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
30	31	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

### Parent Survey Window

January 15, 2019 through March 15, 2019

January 2019							February 2019							March 2019						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
30	31	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

**Survey Languages**

Parent and student surveys will be available in the following languages:

- Arabic
- English
- Haitian Creole
- Mandarin
- Portuguese
- Spanish

The staff surveys and digital learning surveys (OCVS) will be administered online in English only. Schools are still required to meet the required response rates of 20% for parents, 40% for students, and 60% for staff.

**Survey Response Rates**

We will be using the district enterprise license of Qualtrics to administer all stakeholder surveys (i.e., parents, students and staff) online. This survey platform will allow us to monitor response rates and generate reports for all schools. The Accountability and Improvement department will provide schools and area offices with access to the Qualtrics Vocalize dashboard to monitor response rates during the survey window.

If you have additional questions or need clarification, please contact Suzette Steffer by email [suzette.steffer@ocps.net](mailto:suzette.steffer@ocps.net) or by phone (407) 317-3200, ext. 200-2765.