

CCSD DISTRICTWIDE SURVEY

OVERVIEW

Your assistance in data gathering is a vital part of the District's annual self-assessment. The annual Districtwide Survey for students, parents, and staff will be open from October 29, 2018, to December 21, 2018. The survey is intended to provide information for the District and schools regarding progress toward District priorities and to comply with requirements of the Board of School Trustees. The survey will take less than 10 minutes to complete.

Please note that the survey will go live on Monday, October 29, 2018, and will be available until 5:00 p.m., Friday, December 21, 2018.

STAFF SURVEY

Staff can access the **School Staff Survey** at <https://www.ccsd.net/survey>. If a staff member is working in a remote location that is not part of the District network, they will be prompted to enter a password. Entering the password "ccsdremotestaff2018" will enable access to the survey. After accessing the **Staff Survey**, each staff member must type in his/her location code and complete the survey.

STUDENT SURVEY

Students can access the **Student Survey** at <https://www.ccsd.net/survey>. **Please note that the survey is to be completed by students in Grades 4 through 12.**

After accessing the **Student Survey**, each student must type in his/her student ID number and birthdate, select the preferred language (English or Spanish), and complete the survey.

DESKTOP SURVEY ACCESS INSTRUCTIONS



User Support Services will install a shortcut link to the Student Survey on desktop computers running Microsoft Windows through the school's network. The shortcut will be added to both the Windows Start Menu and desktop. Depending on the school network configuration, the shortcut might not be displayed on the desktop for student users. In these cases, the icon will still be displayed in the Windows Start Menu.

PARENT SURVEY

Parents/Guardians are encouraged to submit their 2018-2019 Districtwide Parent Survey online using a computer, laptop, or other mobile device at <https://www.ccsd.net/survey>.

If parents are unable to complete the survey online, or cannot take it at their child's school site, they may request a paper survey from the school. Parents/Guardians will be provided a paper survey along with a self-addressed envelope from the school. The procedure below outlines the steps to request and return surveys, along with deadlines for completion.

If a parent/guardian requests a paper survey from a school, contact the Research Department at eugenk@nv.ccsd.net. All requests must be made by December 14, 2018. Please include the following information:

- The school's name and school number
 - Your name
 - Number of paper surveys/envelopes
1. Paper surveys will be delivered to the school site shortly after your request.
 2. Parents can complete the paper survey, seal it in the self-addressed envelope, and return it to the school. Alternatively, they may affix their own postage and send it through postal mail.
 3. Schools must return completed surveys to the Research Department no later than December 22, 2018.

ADDITIONAL ASSISTANCE

Please refer any technical problems that students encounter in completing the survey to your site-based technician. Any problems that the site-based technician is not able to solve should be referred to the appropriate Help Desk for resolution.

Thank you for your assistance in ensuring the success of the 2018-2019 Districtwide Survey. If you have any further questions, please contact Kate Eugenis, Research Department, at eugenk@nv.ccsd.net or at 702-799-1041, option 4.