

2024 NYC School Survey

Quick Reference Guide for Survey Coordinators

KEY NYC SCHOOL SURVEY INFORMATION

The survey helps school communities understand what teachers, families and students in grades 6-12 say about the learning environment at each school. All teacher, family, and student surveys must be submitted by mail or completed online by **Friday, April 5, 2024**.

Online Survey Materials

- All online administration materials for families, students and teachers will be emailed to schools and Pre-k programs the week of February 5.

Paper Survey Materials

- Printed family surveys will arrive January 22 - February 5 for NYCPs charter schools and for Pre-K programs.

Student Survey Materials

- If your school is receiving printed student survey materials, they will also arrive between January 22 - February 5.

HOW IS ELIGIBILITY DETERMINED?

- The survey population was set in Fall 2023. Survey materials are only provided for individuals that were listed in ATS or Galaxy at that time.
- As the survey progresses, your school population will change. To remove an individual who is no longer a part of your school community from your school's survey population, update student information in ATS and teacher information in Galaxy.
- At early childhood education programs (4410s, CBOs, and Pre-k Centers) participation will be anonymous for families and teachers. Families of students enrolled in the program for at least one month are eligible to participate. Teachers employed at the program on November 1, 2023 or earlier are eligible to participate.
- Caregivers should complete one survey per child attending a NYC public school or program.

WHAT IS THE JOB OF THE SURVEY COORDINATOR?

- Be sure to read your weekly survey coordinator emails – they will include important updates and information including survey administration materials and tracking information for paper surveys. Email surveys@schools.nyc.gov with questions.
- Let your principal and school staff know when surveys are arriving and when they are due.
- Confirm that survey materials are received by your school.
- Distribute survey materials.
- Guide your school in conducting the survey administration process ethically. Be vigilant of any school communications or actions that might interfere with the confidentiality or honesty of survey participation.
- Remind teachers to complete their surveys online by Friday, April 5, 2024.
- Ship all paper parent and student surveys by Tuesday, April 5, 2024.

KEY RESOURCES FOR SURVEY COORDINATORS

Your school community will come to you with questions. Where can you go to get answers?

- Review your weekly survey coordinators emails VERY CLOSELY. They have 99.9% of the information you need.
- Get information about survey delivery and ask questions about survey plans for your school by email at surveys@schools.nyc.gov.
- Review the Survey Ethics Reference Guide and other materials for guidance on ethical survey administration, available at the [NYC School Survey InfoHub](#).
- Refer to the [Frequently Asked Questions \(FAQ\)](#) for policy guidance and get more information at [NYCSchoolSurvey.org](https://nycschoolsurvey.org).