

## Questionnaire Services

We have over 25 years of experience administering questionnaires for Continuous School Improvement. Along with demographic, student learning, and process data, assessing staff, student, and parent perceptions of climate and environment with questionnaires is an essential part of comprehensive data analysis.

We provide services to satisfy the entire scope of perceptions data work, including questionnaire development, questionnaire administration, data analysis, graphing results, and staff engagement with the data.

### Questionnaire Content Development - Standard or Custom

Use our standard staff, student, and parent questionnaires to understand your school's climate and culture, know if what you are doing is making a difference, and reveal what has to change to get different results. We can also create custom content to evaluate specific needs.

### Online Questionnaire Data Collection

We work with learning organizations to quickly and easily collect data by using online questionnaires that take most respondents less than 10 minutes to complete.

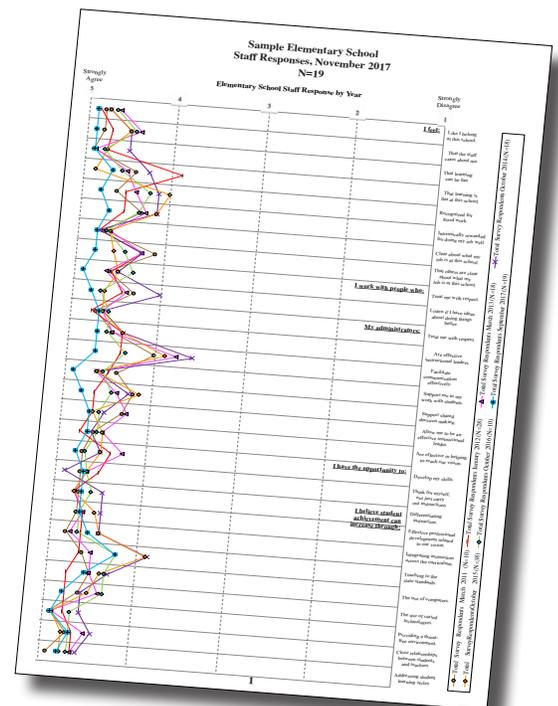
### Questionnaire Data Analysis & Graphing Results

Questionnaire reports contain easy to understand disaggregated line graphs along with a summary of open-ended responses. Response data are housed on a secure server. We save your data and reports so that you can easily access the results at any time and compare your "by year" data for each administration.

### Staff Engagement

We will provide you with the tools, resources, and facilitation to engage staff effectively as part of their comprehensive data analysis and contributing cause analysis.

**Additional information and Q&A next page...**



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### Commonly Asked Questions

#### How much will this cost?

Education for the Future is a 501(c)(3) non-profit initiative that is an auxiliary of the Research Foundation at California State University, Chico. We remain as affordable as possible so that your organization can utilize our 25+ years of expertise in school improvement. In general the cost for our standard online Questionnaire Services for staff, students, and parents is \$1,500 per school, however this may vary depending on the scope of work, the number of schools (single school or district) and other factors such as customization of the questionnaire content.

#### What does that include?

**Our expertise;** the standard staff, student, and parent questionnaires are based on over 25 years of research, implementation, and proven results. Our Executive Director, Victoria L. Bernhardt, has published over 22 books on Continuous School Improvement.

**Our time;** the cost of implementing the questionnaires is based on the time that it takes our office to support you (our partner) in the process of data analysis:

- Draw up a contract of work and a questionnaire planning form, and submit to partner for approval.
- Set up the online questionnaires and web links, and submit response rates to partner until confirmation of closing the questionnaire.
- Complete data reports for staff, students, and parents including; review the raw data and remove duplicate or errant responses, utilize our proprietary software to disaggregate the data, complete line graphs for each section of data results (i.e., by year, total responses, responses by ethnicity, responses by job type, etc.) finalize all reports, and submit to partner.
- Assist partner in understanding the results and best practices for using the results in support of your Continuous School Improvement Plan.
- Retain all raw data and reports for future use and by year comparisons.
- Support partner as needed.

### Tips for Successful Implementation

#### Timing is Everything

For best results we recommend no more than 3 weeks total to implement questionnaires.

1. Begin with a one week window for staff, allowing them to become familiar with the process.
2. Students follow in the second week with assistance from the staff.
3. Schedule parents in the third week, with staff and students both providing the knowledge of their experience and encouragement for parents to respond.

Administer each questionnaire within a tight window, with a dedicated communication outreach for each group. Plan for reporting and follow up to push for the highest response rates possible.

Try to center your parent questionnaire administration around an event that either has them engaged at a high level electronically or on-site such parent/teacher conferences. The higher response rates your school can obtain, the more useful the data will be.

#### Staff Engagement

We will provide you with the tools, resources, and facilitation to engage staff effectively as part of their comprehensive data analysis and contributing cause analysis.

#### The Value of Graphing Results Over Time

How will you know if what you are doing is making a difference? In order to measure the effectiveness of your Continuous School Improvement Plan we recommend implementing questionnaires at the same time every year. Comparing the results over time allows schools to see where improvements are taking place, and where attention is still needed.

**We look forward to working with you!**