



[DATE]

Dear Parent or Guardian:

The Department of Education believes that our schools become stronger when we listen to our students. Last year, your child's school implemented the Tripod Student Perception Survey to collect student feedback. We are excited to announce a new pilot opportunity that allows students to share their perspectives regarding their experiences in class: [insert survey vendor name]. The information collected will help teachers create effective lessons aimed at helping every child to learn and inform the process by which student surveys are administered in our schools for teacher evaluation purposes.

A student classroom experience survey is part of *Advance*, New York City's teacher evaluation and development system. For school year 2013-14, the Tripod survey was "piloted" in select schools and did not count toward teachers' annual ratings. During this school year, the Department will pilot additional student surveys to determine the instrument best suited for our district's students and teachers. This year's results will not count towards teachers' annual ratings.

Students in grades 3-12 will be asked to take the survey. To ensure survey questions are age-appropriate, the survey will come in two forms: one version for grades 3-5 and another version for grades 6-12. Surveys typically take 30 minutes or less to complete.

Questions on the survey ask how your child is experiencing their classes, such as how supported they feel by their teacher, whether they find lessons engaging, and whether students treat each other with respect. If you would like to view a copy of the survey, you may visit your child's school or visit [insert link] to view the survey online.

All student survey responses are kept completely confidential, which means that no one in the school will know how your child responded. Students are not asked to write their names or ID numbers on the survey. Completed surveys will be sent to the survey company where they will be combined with other surveys from the same class to form an overall score. The reports that teachers receive will not show the individual responses from any student, so your child can be confident that their responses will remain private.

The survey is voluntary. Students should also feel free to skip any question on the survey they do not wish to answer. Parents or guardians may contact their child's school in person, online, or by phone if they do not want their child to participate in the survey.

Please contact your child's school if you would like more information.

Sincerely,

The Department of Education

Why are students being asked to take a student survey?

The New York City Department of Education (NYCDOE) believes students should have the opportunity to share their insights about the teaching practice they experience in their classrooms. Student voice provides valuable information to educators on ways to improve their practice to better meet students' needs. Additionally, teachers can use the information to focus on specific areas of their practice; that is, the areas where they are doing really well and the areas where there is room for improvement. Student voice is a key part of understanding effective teaching. This year, students will be asked to complete a student survey as part of *Advance*, the NYC teacher evaluation and development system. Each student survey is a research-based, confidential survey that is designed to measure teacher effectiveness based on students' responses. The purpose of the survey is to help students provide feedback about their experiences in a specific teacher's classroom and inform the process by which student surveys are administered in our schools.

Who will take the survey?

Students in grades 3-12 at select schools will be asked to take the survey. To ensure survey questions are age-appropriate, the survey will come in two forms: one version for students in grades 3-5 and another version for students in grades 6-12.

Will anyone see students' answers?

All student survey responses are kept completely confidential. No one will ever track answers back to an individual student, and students are not asked to share their names or ID numbers. The completed surveys are sent to the survey company where they are combined with other students' surveys from the same class to form an overall rating for each teacher. Individual students' ratings will never be shared with teachers.

Is my student required to take the survey?

No, parents or guardians may contact their child's school in person, online, or by phone if they do not want their child to participate in the survey. Students may skip any question on the survey they do not wish to answer.

When will the [insert survey name] be administered?

The survey will be administered between December 1 and January 23.

How can parents or guardians view the survey that will be administered to their child?

Parents or guardians can view the survey by requesting a copy at the school or by viewing the survey online at this [insert link].