



## District CHEQ/EDI Coordinator Instructions for Administering Statewide CHEQ Parent/Caregiver Survey, School Year 2025-2026

### Instructions

1. Verify District Coordinator and read key resources.
  - a. Read the CHEQ Fact Sheet, Teacher Letter and Parent Letter, all available on PED CHEQ/EDI website: <https://webnew.ped.state.nm.us/bureaus/cheq-edi/>
  - b. Use this survey to verify name of District CHEQ/EDI. Coordinator will be the same person as last year's EDI Coordinator unless the district specifies otherwise. Survey: [EDI/CHEQ Coordinator SY 25-26](#)
2. Attend District Coordinator Online Training
  - a. Live virtual trainings held on July 29 and July 31 (times TBD) – will be recorded and posted to PED website for asynchronous viewing
  - b. Monthly office hours with UCLA team for additional questions and live support
3. Generate student labels.
  - a. Generate personalized student labels containing the following information for each kindergarten student in your district:

<b>STUDENT LABEL</b>	
District Name:	
School name:	
Name of lead teacher:	
Student name:	
<b>State Student ID:</b>	

- b. Affix labels to cover page of the parent letters.
  - c. Parents will use the information on the label in the CHEQ Survey. For instance, parents enter child's State Student ID number into their survey.
4. Customize parent letter with dates and contact information AND affix student labels.
  - a. Parent letter template is available PED's CHEQ/EDI webpage.

- b. Parent letter is available in the same 9 languages as the survey.
- c. District customizes yellow highlighted portions of the letter with district logo, contact information.
- d. Photocopy enough parent letters in the appropriate languages to accommodate all kindergarten parents.
- e. Affix personalized student label to the cover sheet of each parent letter.

5. Customize teacher script with survey dates and your contact information.

- a. Teacher letter/script template available PED's webpage.
- b. Before distribution, add:
  - i. District CHEQ Coordinator name and contact information.
  - ii. Date the survey will begin in your district.

6. Distribute teacher script and parent letters to teachers.

- a. District Coordinator distributes the teacher script and the parent letters (that have the student labels affixed) to teachers.

7. Ask teachers to share parent letter, including student labels with parents.

Ask teachers to:

- a. Distribute parent letter (with student label affixed) to parents.
- b. Use teacher letter/script to describe value and provide instructions to parents.
- c. Strongly encourage parents to participate in CHEQ.

8. Teachers ask parents complete CHEQ survey.

- Survey is administered online using UCLA Health Qualtrics platform.
- Parents scan QR code or enter website address from the parent letter to start the survey.

**Scan the QR Code to access  
the link to the survey:**



**OR**

**Type this URL into your internet  
browser to access the survey:**

*<https://bit.ly/cheq2025>*

## Other Important Tips

- Parents do not need to complete the survey all in one sitting. They can stop and then re-use the same QR code/URL to pick up where they left off.
- To pick up where they left off, they MUST use the same device.
- Parents can complete CHEQ at school or home. Takes 15-20 minutes.
- Only one adult per child should complete the survey.
- Survey is open until November 28.
- District CHEQ Coordinator is available to support parents .
- UCLA’s DIF team is available to support district coordinators at [DataInformedFutures@mednet.ucla.edu](mailto:DataInformedFutures@mednet.ucla.edu) and 310-825-4055.
- Teachers/Districts conduct follow up with parents to ensure good survey response rate.

**CHEQ Implementation Resources and Timeline, School Year 2025-26**  
**Resources Available: <https://webnew.ped.state.nm.us/bureaus/cheq-edi/>**

For	ACTIVITY	Resource	MONTH
	1. Designate District Coordinator	Google Form	June-July
	2. Generate student labels	Coordinator Letter	August
	3. Customize parent letter, affix student labels	Parent Letter	August
	4. Customize teacher script	Teacher Script	August
	5. Distribute teacher script, parent letters to teachers		Before survey administration
	6. Teachers share information with parents, parents complete CHEQ survey		August 11-November 28

**questions, please contact:**

**PED**

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- PED’s EDI Webpage: <https://webnew.ped.state.nm.us/bureaus/cheq-edi/>

### UCLA’s Data Informed Futures Team

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