

Resources and Needs Survey

Instructions and Guidance

Introduction and Background

The Return-to-Learn Resources and Needs Survey is designed to help districts understand their local learning and support needs during the COVID-19 pandemic. Teachers and other district staff, families/parents/guardians, and learners will have unique needs and challenges for which districts will need to identify and plan. The questions included in the Resources and Needs Survey are designed to provide data relative to the specific areas in Return-to-Learn plans. Data collection and analysis points are listed in the [Return-to-Learn Support Document](#). It may be useful for districts to conduct surveys several times throughout the 2020-21 school year.

The use of each of the survey questions is not required, and districts are encouraged to tailor the survey to their specific needs and local context. The survey questions should be seen as a general tool that can be used to identify broad areas that the district may need to support. The District and Community Capacity Template is forthcoming and will be used as a companion tool that will help districts identify needs and resources based on survey responses.

Survey Audiences

Three sets of questions have been developed to facilitate surveying three possible audiences:

- Staff,
- Families/parents/guardians, and
- Learners in grades 6-12.

Keep in mind that your district may choose to only survey one or two audiences based on your local needs and context. Where possible, parallel questions were created across the audience groups and may help highlight different perspectives on a similar topic. Note that the learner questions are only appropriate for those in grades 6-12 and some of the parallel families/parents/guardians questions are only needed if learner surveys are not being administered.

Survey Content

The [Survey Question Bank](#) includes questions across the four areas below. Districts can make a copy of the Survey Question Bank to have their own spreadsheet file that they can sort, filter, and edit.

- Health and Safety,
- Instructional Support,
- Professional Development, and
- Social-Emotional-Behavioral Health (SEBH).

Besides the Return-to-Learn content areas, each question is connected to the suggested response options, the appropriate respondent audience, the applicable learning model (Continuous Learning, Hybrid, On-Site), and the suggested time(s) of the school year where it makes sense to ask the question.

Many of the questions are intentionally broad to identify main areas of concern. If few concerns surface in a particular area, there is less need to follow up with more detailed planning. If several concerns appear in a particular area, you may decide to follow up with an audience. This might be done through a different data

collection approach that will allow you to gather details not as easily collected in a survey (e.g., direct interviews, focus groups).

Districts should edit, add, and delete survey questions to meet individual needs but should be thoughtful about the number of questions that are included on the survey, especially for families/parents/guardians and learners. A survey that takes more than about 5-10 minutes (or approximately 10-20 questions) will have fewer responses than a more brief survey. Avoid asking questions when the answer is already known, or when it is unlikely the district will use the results in a meaningful way. Keep in mind that some questions make sense to ask before school starts, and some only make sense to ask after school has been in session.

Demographic information has not been included in the surveys because collecting it increases the chance that respondents will refuse to answer some questions for fear of being identified. Districts may decide to add demographic questions (such as a school name, learner's grade, etc.) but should carefully consider whether such information is necessary to make decisions.

Survey Administration

The full set of questions for each respective audience has been programmed into separate Google Forms. Districts are not required to use the Google Forms, they are merely a resource if the district would like to use them.

- [Staff survey template](#)
- [Family/parent/guardian survey template](#)
- [Learners in grades 6-12 survey template](#)

DO NOT SEND THE ABOVE LINKS TO STAFF, FAMILIES/PARENTS/GUARDIANS, OR LEARNERS! Rather, use the [Administering the Resource and Needs Survey in a Google Form](#) directions for creating, customizing, and administering your own surveys. If you choose to administer separate surveys for buildings, you can open and save multiple copies from the survey template.

If your district would like to use a different survey platform from Google Forms, the [Survey Question Bank](#) may be copied/pasted/imported into other survey software.

Minimizing Barriers to Complete Survey

Online surveys are an efficient way to collect information from respondents. However, they don't work for those without internet access or those that need the survey translated into another language. The District Leadership Team should plan for alternate ways to collect data, such as through direct interviews or a paper version of the survey. It is important that barriers are minimized and that all respondents have a means to answer the survey questions.

Surveying Families/Parents/Guardians With Multiple Learners

Surveying families/parents/guardians with multiple learners can create problems with responses and summarizing data. Some of their answers could be different per child or building. However, responding to multiple surveys makes more work and may cause overrepresentation in the summary data. The best compromise may be to ask them to respond to the survey once per building where learners attend, or to use a single response per district, and encourage them to communicate with the district about child-specific concerns. Whichever approach is taken, be sure to communicate this and interpret results accordingly.

Recommended Survey Administration Window

We recommend that the survey administration window be kept open for 10-14 days, but encourage districts to use the length of time that works best locally.

Templates for Communication

The following templates can be used as a starting point to communicate with respondents about each survey.

District Staff

We are working on developing and implementing our district's Return-to-Learn plan for next school year and would like to gather information from you to help with planning and support. We would appreciate your response to a short survey so we can understand your needs during the COVID-19 pandemic.

Although we would like to know your feedback about all of the questions, you may skip any that do not apply to you or that you are uncomfortable answering. All of your responses are anonymous and will be grouped with all other staff responses in the district.

The survey will be open from __[date]__ to __[date]__. If you have any questions about the survey, please contact __[insert contact information]__.

Thank you for sharing your feedback with us.

Families/Parents/Guardians

__[District]__ is planning for a safe and successful return to learning next school year for all of our learners and staff. To support our planning, we would appreciate your response to a short survey so we can understand your family's and learner's needs during the COVID-19 pandemic.

Although we would like to know your feedback about all of the questions, you may skip any that do not apply to you or that you are uncomfortable answering. All of your responses are anonymous and will be grouped with all other parent/guardian responses in the district.

The survey will be open from __[date]__ to __[date]__. If you have any questions about the survey, please contact __[insert contact information]__.

Thank you for sharing your feedback with us.

Learners

__[District]__ is working on plans for returning to learning next school year and we need your feedback! We would appreciate your response to a short survey so we can understand your needs during the COVID-19 pandemic.

Although we would like to know your thoughts about all of the questions, you may skip any that do not apply to you or that you are uncomfortable answering. All of your responses are anonymous and will be grouped with all other learner responses in the district.

The survey will be open from __[date]__ to __[date]__. If you have any questions about the survey, please contact __[insert contact information]__.

Thank you for sharing your feedback with us.