

21st CCLC Teacher Surveys Support Video





Topics Covered

- General information
- Teacher survey timeline
- EZReports process
- EZReports demo
- Best practices and tips
- Resource Center contact information



General Information

- Purpose:
 - To meet the Federal GPRA requirements for 21st CCLC programs
 - *“GPRA #5: Engagement in Learning. Percentage of students in grades 1-5 participating in 21st CCLC programming in the school year and summer who demonstrated an improvement in teacher-reported engagement in learning.”*
 - Measures the percentage of participants whose school day teachers report an improvement in student engagement from the beginning of the year to the end of the year
 - **Required only for programs who serve students in grades 1-5**



General Information

- How:
 - Each Spring, NYSED provides a survey through EZReports, which is distributed to teachers of participants via the 21st CCLC subgrant staff
 - While teachers (who are the source of the data) are encouraged but not required to respond to the survey, subgrantees are required to report the data they are able to obtain
 - Survey responses from the teachers go directly into EZReports and individual responses are then aggregated for APR reporting
 - Data Managers and Education Liaisons are critical to this process



Teacher Survey Timeline

See annual timeline for due dates

Action	Responsible Parties
Create list comparing principals, super-intendents, and school names EZR vs SEDREF	Measurement Inc (MI), NYSED
Send reminder to elementary programs to <u>update</u> principal information in EZReports. Refer to list comparing EZReports to SED REF, provide deadline	NYSED
Finalize letter to principals and cc to superintendents with instructions	NYSED/MI
Finalize Y1 Teacher Survey	MI/NYSED/RCS
Confirm/Obtain/update contact for liaison at each day- school to assist with teacher identification	Program Directors/ Principals/Site Coordinators
Identify/update principal contact information in EZReports	Program Directors and/or Site Coordinators



Teacher Survey Timeline (cont.)

See annual timeline for due dates

Action	Responsible Parties
Send email to principals and superintendents (Bcc'd to Program Directors and local evaluators) with instructions for identifying teachers	NYSED
Send letter/email plus attachment(s) to Program Directors re: identifying principals and teachers	NYSED
Record and distribute teacher survey best practices information session View best practices session	NYSED, RCs, MI Program Directors, Site Coordinators, Data Managers, Local Evaluators (optional)
Provide email boilerplate to PDs for requesting identified teachers from principal/liaison	NYSED



Teacher Survey Timeline (cont.)

See annual timeline for due dates

Action	Responsible Parties
PDs forward email to principals/liaisons requesting identified teachers;	Program Directors
Provide school liaison(s) with names of all students currently enrolled	Program Directors, Data Managers
Review, update and distribute/link to instructions for batch uploads	MI, NYSED, RCs
Identify teachers and provide contact information to Program Directors	Site Coordinators, School Liaisons
Enter/update (or batch upload*) any new day-school teacher contacts into EZReports and link students to their teachers	Program Directors, Site Coordinators, Data Managers



Teacher Survey Timeline (cont.)

See annual timeline for due dates

Action	Responsible Parties
Administer surveys with cover letter instructions to teachers of grade 1-5 students with 1+ hours attendance (use custom survey filter in EZReports)	Cover letter provided by NYSED, TKSA populates letter and survey into EZReports for all to access Program Directors/Site Coordinators/Data Managers administer survey using email template in EZReports.
Survey response deadline	Targeted day-school teachers
Send email reminders to non-respondents, with CC to principals and liaisons	NYSED, via EZReports



EZReports Process

Step 1: Adding and reviewing Day School Teachers

- Reviewing teacher contacts
- Adding new teachers

Step 2: Linking Teachers to Students



EZReports Process

Step 3: Sending teacher surveys

- View the Teacher Survey
- Assigning any unassigned students
- Review recipients
- Sending the survey
- Email settings (“safelisting” emails from EZreports)
 - surveys@ezreports.org
- Checking progress
- Sending reminders
- Running reports
- Support Materials: EZR Video, EZR Cheat Sheet, Today’s session recording



Support Materials

- EZReport Videos
- EZReports Cheat Sheet
- Today's session recording will be available on EZReports support page



Getting Ready to Administer the Survey

- Collect teacher contact information (first name, last name, and valid email address) and enter the information into EZReports as soon as possible
- Ensure that students are linked to their teacher in the “School Data” tab of the student registration screen
- Build relationships with the school’s teachers, so you can alert them when the survey is coming help to navigate any issues
 - Ask teachers to “safelist” surveys@ezreports.org



Teacher Survey General Tips

- Reference the “Teacher Survey Cheat Sheet”
- We recommend manually entering teacher contacts. If you prefer the upload feature, please view the EZReports Support Video or contact the Resource Center for assistance.



Questions? Contact Us!

- Reach out to your Resource Center if you have questions
 - Website: nys21cclc.org
- NYSED general inbox: EMSC21STCCLC@nysed.gov
 - Website: <http://www.p12.nysed.gov/sss/21stCCLC/>

Thank You

