

# 5Essentials

## Survey Administration Manual

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October 2022

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## INTRODUCTION

The 5Essentials is a comprehensive, evidence-based system designed to drive improvement in schools. This system— which includes a diagnostic survey, scoring, reporting and training, is an x-ray for schools and districts that identifies areas of strength and those in need of support. Equipped with this tool, school leadership will be better positioned to drive improvement efforts.

The 5Essentials Survey for students and teachers is made up of 22 measures and approximately 120 questions. Over 20 years of research conducted by the University of Chicago Consortium on School Research in Chicago Public Schools found that school strong on three of the 5Essentials were 10 times more likely to improve student growth in test scores and 30 times less likely to stagnate than similar schools that were weak on these supports. The 5Essentials provides statistically reliable, research-based information that allows stakeholders to drill down into the fine-grained details of school performance and to closely track changes over time.

This administration guide provides information and instructions on how to administer the 5Essentials Survey. Use this manual to help ensure a smooth administration and increase participation from students, and teachers. A school must achieve a 50 percent response rate from students and teachers in order to qualify for a 5Essentials Report. Additionally, each school must have a minimum of eight teacher survey respondents and ten student respondents.

In **December 2022**, schools and district leadership will be emailed invitations to view results of the Parent Survey. In **April 2023**, the 5Essentials Survey results for students and teachers.

## SURVEY VALIDITY, RELIABILITY AND DATA QUALITY

Over the past two decades, the 5Essentials Survey has been refined repeatedly to ensure accurate measurement and reflect changing practices in schools. The surveys have been administered to students and teachers in Chicago since 1994 (16 total administrations as of spring 2018). After each administration, the survey measures reported to schools are evaluated for consistency, reliability and item fit, and data quality. UChicago Consortium employs a psychometrician, a survey methodologist, and quantitative social scientists to conduct these annual evaluations of the survey.

A construct, called a ‘measure’ on the survey report, is a group of questions measuring the same concept. Each construct that is reported to schools (e.g., Teacher-Parent Trust) is measured through responses to several survey questions. To understand reliability and validity of each construct, each question that is part of the construct is evaluated on a few dimensions. First, analysts examine whether people have responded to the question in ways that make sense—checking that there does not seem to have been confusion about what the question was asking and that the question captures the underlying concept it is supposed to be measuring. Second, the question should also be able to differentiate respondents who feel differently about the construct, which would lead respondents to answer the question in systematically different ways. Finally, the group of questions that are used to create the construct should combine to produce a score that accurately measures this construct in the same way across all individuals and schools (i.e., the combination of the survey questions should provide a reliable measurement of the construct). The score should be able to differentiate among individuals and among schools, showing which have higher or lower levels on that construct. Individual questions (items) or constructs (measures) that do not meet these criteria for fit or reliability are modified or discarded. Separate analyses are performed for

schools serving different grade levels to ensure that the questions are appropriate for different types of schools. Measures of each construct are included only if they are sufficiently reliable at the individual and school level, meaning they can reliably differentiate between people and schools.

In addition to analyzing the questions that comprise the survey, the survey staff also examines individual responses and school aggregate responses for evidence of misreporting. Individuals who report in ways that are inconsistent, incomplete, or questionable are either removed or down weighted in school averages, depending on the nature and extent of the problem. Schools with very low response rates or with respondent numbers that exceed school populations and staffing levels do not receive survey reports.

The original validation of the 5Essentials Survey was based on a 10-year study that used multiple years of survey data to show how the essential supports together were related to improvements in elementary schools in Chicago. This study culminated in the widely cited book, *Organizing Schools for Improvement*. This large-scale study examined the ways in which combinations of essential supports led to different levels of improvement for different student outcomes. A key finding from this study was that schools strong on at least three of the 5Essentials were 10 times more likely to improve student growth in test scores and 30 times less likely to stagnate than similar schools that were weak on these supports. They were also more likely to improve attendance. While different levels of the essentials were needed for improvement in different neighborhood contexts, the 5Essentials were related to school improvement for all types of schools.

As part of the continuing evaluation of survey content, researchers annually examine the degree to which each of the measures in the survey has been shown through research to predict student outcomes and school improvement (i.e. predictive validity) in a way that is unique from other measures on the survey. Those measures that have shown the strongest relationships to student outcomes are retained. This ongoing work helps us support our understanding of how combinations of measures (i.e. essentials) relate to important student outcomes in different contexts.

In addition, each year, the content of the survey is evaluated to see whether the concepts that are being measured are still meaningful given current practice. Researchers and practitioners also discuss whether new concepts should be included in the survey to account for changes in educational practice or new research evidence about school improvement. When the decision is made to add new concepts to the survey, the questions go through an extensive evaluation process. They are piloted with small groups of students or teachers, who also report verbally on how they interpreted each question. They are evaluated for reliability with large samples, and then they are re-evaluated for reliability and fit after the survey is administered.

## PREPARING FOR SURVEY ADMINISTRATION

Before survey administration begins, it is recommended that school leaders and staff engage in conversations about the purpose of prompting feedback from stakeholders and the impact the results could have on decisions related to school improvement. From these conversations, staff will emerge as ambassadors of the survey process. These staff members will play key roles throughout the survey process, ensuring that their colleagues are informed about the importance of the survey and encourage participation. These staff along with members of the school leadership team should work together to develop an administration strategy, communication plan and timeline for each survey. *Note that while all surveys are conducted online, all students and teachers should be given the opportunity to participate using school computer equipment.*

### DESIGNATE A SURVEY COORDINATOR

It is important to identify an individual to coordinate the logistics of the survey administration and act as the liaison to UChicago Impact; depending on school size, multiple individuals or a team of individuals may be needed. The individual(s) who fulfills these responsibilities is the school's survey coordinator. It is recommended that individuals without instructional responsibilities fulfill this role, e.g., assistant principal, technology coordinator, etc.

Principals who have not selected a survey coordinator can use the "Manage Admin Users" button to create an admin account for the designated survey coordinator.

### SURVEY ADMINISTRATION DASHBOARD

([survey.5-essentials.org/sd11/home](https://survey.5-essentials.org/sd11/home))

The survey administration dashboard is used by administrators and survey coordinators to view roster information as well as response rates for their district or school. An email will be sent from [impact-surveys@uchicago.edu](mailto:impact-surveys@uchicago.edu) to district administrators, principals and survey coordinators notifying them that a survey administration account has been created for them. This email contains a link to create a password; after a password has been created, account holders can access the survey admin dashboard. All administrators and survey coordinators who receive a 5Essentials Survey administrator account notification must follow the prompt to create a password in order to access their school's response rate information, regardless if they had an account in a prior survey year.

### RESPONSE RATES

Weekly response rate updates will be sent electronically to district administrators, principals, and survey coordinators to report progress during the survey administration window. All response rate reports will show the percentage of students and teachers that have completed the survey.

The roster section of the survey administration dashboard allows admin users to view started and submitted times for student respondents. Coordinators will be able to see which students have responded to the student survey. Although we cannot display student names, the student ID, date of birth, grade, gender, and special education status will be shown. You will see whether the individual has not responded, started the survey but not completed it, or submitted their responses.

To view this list, go to <https://survey.5-essentials.org/sd11/home> and click on Roster. You can sort by student ID, date of birth, grade, and whether they started or submitted the survey.

In order to maintain teacher confidentiality, **we cannot display any identifying information about the teachers and whether or not they have participated in the survey**; you will only be able to see the response rate for your school. Reminder emails will be sent to individual teachers who have not responded.

The minimum reporting threshold for students and teachers is 50 percent. This means that a 5Essentials Report will be generated if a school achieves a 50 percent response rate for students and/or a 50 percent response rate for teachers. Additionally, at least eight teacher and 10 student responses must be submitted in order for the respective report to be generated.

**Please Note:** Surveys completed using the provisional method are not included in the weekly response rate updates. Provisional surveys are reconciled after the survey window closes which may result in changes to the response rates. Final response rates will be included in survey reports.

### **STRATEGIES FOR INCREASING RESPONSE RATES**

While there is no one way to administer the 5Essentials Surveys, listed below are some strategies used in prior 5Essentials Implementations.

For the Teacher Survey:

- Share information and schedule time for participation during staff meetings or professional development sessions.
- Establish expectations for participation.
- Determine a goal window for completion.
- Enlist survey advocates/ambassadors (e.g., lead teachers).

For the Student Survey:

- Have student IDs readily available for login.
- Create a school-wide survey schedule.
- Build into common structures or advisories.
- Rotate classes into computer lab.
- Use a laptop cart to do whole-class administration, one classroom at a time.

For the Parent Survey:

- Publicize the survey in school and district newsletters.
- Encourage parents to complete the survey on their smart device.
- Work with your school's PTA and other parent involvement organizations.
- Utilize computer lab during pick up/drop off times.
- Make the survey available during extracurricular events and parent-teacher conferences.
- Make a computer available in the main office for parent participation.

# GENERAL SURVEY INFORMATION

Parent Survey Window	October 25 – November 23, 2022
5Essentials Administration Window	January 31 – February 17, 2023

The 5Essentials Survey is administered online. Administration dates will not be extended; therefore survey participants must complete the survey within the administration window. Schools may elect to schedule time during the administration window to complete the survey to work around testing, field trips and other commitments. The student and teacher surveys take approximately 20 minutes to complete, while the parent survey takes about 10 minutes to complete. Participants should be allotted sufficient time for survey completion.

Survey URL: <https://survey.5-essentials.org/sd11>

## SURVEY TECHNICAL REQUIREMENTS

### SUPPORTED BROWSERS

To access the 5Essentials Surveys, participants should use:

- Mozilla Firefox, v4 or newer
- Internet Explorer, v7 or newer
- Google Chrome, (any version)
- Safari, v5 or newer

### SUPPORTED DEVICES

- PC or laptop
- Tablets

## CONTACT/SUPPORT

If you have any questions concerning the administration of the 5Essentials Survey, please contact 5Essentials Client Services toll-free at **866.440.1874** or via email at [impact-surveys@uchicago.edu](mailto:impact-surveys@uchicago.edu). Online resources are also available to assist schools during the survey administration. Help articles can be found by topic by visiting: <https://impactsurveysupport.force.com/s/>.



# SURVEY COMPONENTS

## 5ESSENTIALS STUDENT SURVEY

The 5Essentials Student Survey is to be completed by students in **grades 4 through 12**. The student survey is available in English and Spanish. Students with disabilities should be provided with necessary accommodations, such as having the survey read aloud or given extra time as needed. Any accommodations made for a student must protect the confidentiality of the student's responses. Students will be required to use their student ID and birthdate as provided on the school roster to access the survey. Visit <https://survey.5-essentials.org/sd11/roster/schools/> to select your school and view your school roster.

## 5ESSENTIALS TEACHER SURVEY

The 5Essentials Teacher Survey is to be completed by certified teachers whose primary responsibility involves teaching students for the majority of the school day and year.

Individuals in the following positions are also encouraged to participate:

- Teacher Assistant
- Specialist, Instructional coach
- Librarian
- Counselor, Social worker

The following positions are ineligible to participate in the survey:

- Assistant principal
- Student teacher
- Substitute teacher
- Tutor

## SUPPLEMENTAL PARENT SURVEY

The parent survey is to be completed by parents, guardians and other caregivers with a child in grades prekindergarten through 12. The parent survey is available in English and Spanish and takes approximately 10 minutes to complete. If a parent has more than one child at a school site, please instruct the parent to complete one survey for all children. Parents will be asked to indicate the number of children enrolled in the school. Parents with children enrolled in multiple schools may participate in the survey for each school. Only one parent per household is expected to participate in the survey. The minimum reporting threshold for parents is 20 percent.

# **SURVEY ADMINISTRATION**

## **PRE-SURVEY ADMINISTRATION**

### **PARENTAL CONSENT**

Depending on your district's or authorizer's policy, parents may need to be notified in writing about the administration of the 5Essentials Survey. The parent notification letter informs parents of the purpose of the 5Essentials Survey and its administration dates, but also allows them a reasonable opportunity to review the survey questions and decline their child's participation in the survey. The parent notification letter may be found in the communication kit. The 5Essentials Survey acknowledges passive parent consent. Passive consent assumes that the parent or guardian has consented to their child's participation in the survey, unless some action is taken. Principals and/or survey coordinators are required to maintain a list of "opt out" students and notify their teachers prior to administering the survey to students.

### **SURVEY NOTIFICATION LETTERS**

A communication kit has been assembled to provide each school with modifiable letters to inform teachers and parents about the 5Essentials Survey. The kit includes survey announcement, parent invitation and reminder letters. Please see APPENDIX F: SAMPLE H for these communications.

## **STUDENT ADMINISTRATION**

Students are required to enter their student ID and birthdate to log into the survey. Student rosters may be exported from the dashboard into an excel spreadsheet. It can be helpful to print and have these rosters available when administering the survey. The student survey takes approximately 30 minutes to complete. All surveys should be completed in one sitting, if possible. Surveys cannot be retrieved once submitted. For this reason, please encourage student to take their time when responding to the survey. Students may skip any questions they do not wish to answer.

Please do not interpret any part of the survey for students.

To complete the student survey, please instruct students to:

- Visit: <https://survey.5-essentials.org/sd11> and select Student Survey.
- Enter student ID and birthdate.
- Select the necessary language to complete the survey (English or Spanish).
- Answer all applicable questions.
- Click **Submit Survey**.

### **STUDENT SURVEY VERSIONS**

Some questions will differ for students based on class and/or grade level. However, all students will be asked questions about their English/Reading/Literature, Math and Science classes.

Please go to APPENDIX A: SAMPLE STUDENT LOGIN PAGE to see a sample of the Student Survey Login page.

## TEACHER ADMINISTRATION

Teachers and other eligible instructional staff will receive email invitations the morning the survey window opens. Invitations will include login instructions for accessing the survey. Teachers may skip questions they do not wish to answer and change survey responses; however, surveys cannot be retrieved once submitted. For this reason, please encourage teachers to take their time when responding to the survey. The teacher survey may also be completed outside of the school if desired.

Please do not interpret any part of the survey for teachers.

To complete the teacher survey, please instruct teachers to:

- Visit: <https://survey.5-essentials.org/sd11> and select Teacher Survey.
- Enter login ID and passcode.
- Advance to survey questions.
- Answer all applicable questions.
- Click **Submit Survey**.

Please go to APPENDIX C: SAMPLE STUDENT PROVISIONAL LOGIN PAGEB to see a sample of the Teacher Survey Login page.

## STUDENT/TEACHER ROSTER REMOVALS

Coordinators can request deletions and/or transfers to another school for students and teachers within the roster section of the survey admin dashboard. Students and Teachers should **ONLY** be removed from your roster if they are not currently at your school or if they qualify for one of the removal reasons listed.

To delete a student/teacher select the checkbox by their name, then click the “**Request deletion**” button that appears above the roster table. You will then need to input a reason for the deletion and confirm your submission by again clicking the “**Request deletion**” button.

The reasons to delete a student from a school roster are:

- No longer enrolled at the school
- Unable to engage in the survey due to learning capacity
- ELL/non-Spanish speaking
- Parental opt-out

The reasons to delete a teacher from the roster are:

- No longer employed at the school.
- Nurse, Security, Lunch Room or Front Office Staff.
- Principal/Director, Superintendent, Dean or Clerk.
- Leave of absence.

If you know what school the student has transferred to (and the school is participating in the same survey administration) you can click the “**request transfer**” button after choosing the student(s) that need to be moved. If the teacher has transferred to another school within the district, then you can again click the “**request transfer**” button after choosing the teacher(s) that need to be moved. Teachers that transfer out of district have different email addresses, so for those situations, delete the teacher from your roster. If you need to transfer multiple students or teachers, you will need to only transfer to one school per request.

*For example, you have six (6) students that need to be transferred, four (4) attend Smith HS and two (2) attend Jones HS. You will need to make a request to move the four (4) students to Smith HS and a subsequent request to move the two (2) students to Jones.*

Please go to Appendix F towards the back of this manual to see a sample of the Roster Page functionality.

### **UPDATING INCORRECT EMAIL ADDRESSES**

When viewing the bounce report for your school, you will see a table that displays the email message(s) that were undeliverable to a person at your school(s). If the email address is correct, please provide your IT department with the information contained in the “Status” and “Reason” columns for troubleshooting.

To correct an email address, click on the edit symbol next to the email address in the Email column. If there is no edit symbol, then the email may have already been corrected or is no longer matched to a current roster entry. The symbol looks like a piece of paper with a pencil writing on it. After updating the email address, press the “**Update Roster & Resend Last Invitation or Reminder**” button, to resend the bounced message to the corrected email address.

Please go to APPENDIX G towards the back of this manual to see a sample of the Bounce Report functionality.

### **PARENT SURVEY ADMINISTRATION**

The parent survey takes approximately 10 minutes to complete. All surveys must be completed in one sitting.

Parents may skip any questions they do not wish to answer; however they must click Submit Survey once they have reached the end in order for their responses to be counted towards their school’s response rate and included in the parent report. Surveys cannot be retrieved once submitted. For this reason, please encourage parents to take their time when responding to the survey.

Parents are encouraged to organize by using their local PTA, public library, or other available avenues to participate in the survey.

To complete the parent survey, please instruct parents to:

- Visit <https://survey.5-essentials.org/sd11> and select Parent Survey.
- Select the necessary language to complete the survey (English or Spanish).
- Enter requested demographic information.
- Advance to survey questions.
- Answer all applicable questions.
- Click **Submit Survey**.

Please go to APPENDIX E: SAMPLE PARENT LOGIN PAGE to view a sample of the Parent Survey Login page.

## PROVISIONAL SURVEYS

The Survey Administration Tool allows students and teachers who are not represented in the core roster data to complete provisional surveys. Ideally, a student would be enrolled at least one month at your school before asking the student to complete the 5E survey about your school. The use of the provisional survey submission for teachers is discouraged, especially for anyone who is not listed on the teacher roster. Any additions to the student and teacher roster must be pre-approved and the individual(s) must meet the criteria for survey participation. To review eligibility requirements for survey participation, see General Information section above. To review the online roster for your school, visit: <https://survey.5-essentials.org/sd11/roster/schools>.

Provisional surveys include the same content as the surveys accessed through the traditional login process. The criterion for provisional login differs by respondent type but includes common elements such as school, grade and employment/enrollment date. The provisional login also requires the respondent to identify the reason for the alternate login from a menu of responses.

Please go to APPENDIX C: SAMPLE STUDENT PROVISIONAL LOGIN PAGE to see a sample of the Student Survey Provisional Login page, and APPENDIX D: SAMPLE TEACHER PROVISIONAL LOGIN PAGE to see a sample of the Teacher Survey Provisional Login page.

# APPENDIX A: SAMPLE STUDENT LOGIN PAGE

## Login

Please login to take the 2019-20 Illinois 5Essentials Student Survey.

Only the **Illinois State Student ID** will be accepted for survey login. Using any other student id will result in an unsuccessful login. State Student IDs are listed in the Survey Admin Dashboard; please see your teacher or building survey coordinator for more information.

Additionally, students who have submitted a survey using the provisional login **SHOULD NOT** submit additional surveys, unless it is a resubmission. Provisional surveys will count but are not reconciled until **after** the survey window closes.

\*Required fields

\*Student ID:

\*Birth date:

Login

Can't log in? [Click here](#) to take the provisional survey.

## APPENDIX B: SAMPLE TEACHER LOGIN PAGE

**UCHICAGO**Impact  
School Surveys

FAQ  
Contact Us

### Login

Please login to take the 2019-20 Illinois 5Essentials Teacher Survey.

Your username and passcode are listed in the invitation emailed to you on December 10. If you did not receive this invitation and you've confirmed it's not in your SPAM or junk email folder, please contact your principal and confirm you are on your school's teacher roster. If the passcode you were provided does not seem to work, please try a new one by using the "Forgot your passcode" prompt below.

\*Required fields

\*Email address:

\*Passcode:

[Forgot your passcode? Click here](#)

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# APPENDIX C: SAMPLE STUDENT PROVISIONAL LOGIN PAGE

**UCHICAGO**Impact  
School Surveys

FAQ  
Contact Us

## Login

We're having a hard time finding you in our system. Please enter the information below to take the 2019-20 Illinois 5Essentials Student Survey with a temporary login.

\*Required fields

Student ID:  
  
Enter your Student ID if you know it.

\*Birth date:

\*Gender:  
 Male  
 Female

\*Grade:

\*School:  
  
Begin typing your school's name to get a list of matching schools to choose from.

\*When did you start going to this school?  
 In the past month  
 In the past semester  
 At the beginning of this school year  
 Before this school year

\*Why did you have trouble logging in?

[← Go back to normal login](#)

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# APPENDIX D: SAMPLE TEACHER PROVISIONAL LOGIN PAGE

## Login

We're having a hard time finding you in our system. To ensure accuracy, we need to verify that you are associated with this school. Please answer the questions below to facilitate this process. This information will ONLY be used to verify that you are a teacher at this school. We will NEVER USE THIS INFORMATION TO LINK SURVEY RESPONSES TO A PARTICULAR TEACHER. All survey results will be presented as a school-wide aggregate, and your school and school district will never receive individual-level data. Please answer the following questions to log into the 2019-20 Illinois 5Essentials Teacher Survey provisionally.

\*Required fields

\*Email:

Your email address is only used to verify your status as a teacher. Your response will not be connected to this email address.

\*School:

Begin typing your school's name to get a list of matching schools to choose from.  
If you teach at more than one school, select the school you spend the most time in.

\*Grade:

If you teach more than one grade, please select the grade you teach most often.

\*When did you start teaching at this school?

Employment start date

\*Why did you have trouble logging in?

Login

← Go back to normal login

## APPENDIX E: SAMPLE PARENT LOGIN PAGE

**UCHICAGO**Impact  
School Surveys

FAQ  
Contact Us

### Login

Please login to take the 2018-19 Illinois Parent Survey.

Please Note: Email addresses are used for the expressed purpose of sending thank you notifications for completed surveys. Email address also aid UChicago Impact in providing your child's school with the most accurate response rates. As a reminder, all responses are completely anonymous and cannot be traced back to the respondent. All survey results will be presented as a school-wide aggregate, and your school and school district will never receive individual-level data. If you have any questions, please contact 5Essentials Client Services at 866.440.1874.

If you can't find your child's school, their district may not be participating. Please contact your district if you are unable to find your child's school.

\*Required fields

Enter your email address:

\*County:

Begin typing your county's name and then select it from the list of counties displayed below.

\*School:

Begin typing your school's name to get a list of matching schools to choose from.

[Login](#)

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# APPENDIX F: SAMPLE STUDENT ROSTER PAGE

## Rosters for Sample School

Address:  
123 Main Street  
Springfield IL 60000  
County: Cook

[Click here](#) for a CSV of this roster.

- 

Students (7)

Select	ID	Given name	Family name	Grade	Gender	Birthday	Started	Submitted	IEP
<input type="checkbox"/>	549820057	Sample	Student 4	9	Female	2003-06-30	Not started	Not submitted	
<input checked="" type="checkbox"/>	549820054	Sample	Student 1	10	Male	2002-07-26	Not started	Not submitted	
<input type="checkbox"/>	549820055	Sample	Student 2	11	Female	2001-10-29	Not started	Not submitted	
<input checked="" type="checkbox"/>	549820060	Sample	Student 7	11	Female	2002-07-31	Not started	Not submitted	
<input type="checkbox"/>	549820056	Sample	Student 3	12	Female	2001-07-25	Not started	Not submitted	1
<input type="checkbox"/>	549820058	Sample	Student 5	12	Male	2000-12-10	Not started	Not submitted	
<input type="checkbox"/>	549820059	Sample	Student 6	12	Male	2001-05-28	Not started	Not submitted	1

[← Back to Roster Home](#)

# APPENDIX G: SAMPLE BOUNCE NOTIFICATIONS PAGE



**UCHICAGO**Impact  
School Surveys

FAQ

[Client List](#) [Home](#) [Contact Us](#) [Logout Sample User](#)

## Bounced Notifications for State of Illinois

The table below displays the email message(s) that were undeliverable to a person at your school(s). If the email address is correct, please provide your IT department with the information contained in the "Status" and "Reason" columns for troubleshooting.



To correct the email address, click on the  symbol. If there is no  symbol then the email may have already been corrected or is no longer matched to a current roster entry.

Click on a header to sort bounces by that criteria.

[Click here](#) for a CSV of this bounce report.

SEARCH

1
2
3
...
1059
1060
1061
Next →

School	Email	Notification Type	Status	Reason	Bounce Time
Sample High School	nouser@cactusgroup.com 	Reminder	5.1.1	550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. Learn more at <a href="https://support.google.com/mail/?p=NoSuchUser re7si18996308ejb.349 - gsmt">https://support.google.com/mail/?p=NoSuchUser re7si18996308ejb.349 - gsmt</a>	Monday Sep 16 2019 5:11 AM
Sample High School	nouser@cactusgroup.com 	Reminder	5.1.1	550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. Learn more at <a href="https://support.google.com/mail/?p=NoSuchUser c4si8286698edv.49 - gsmt">https://support.google.com/mail/?p=NoSuchUser c4si8286698edv.49 - gsmt</a>	Monday Sep 09 2019 12:20 PM
Sample School 2	sampleuseremail@sampleemail.com	Close	4.4.1	The recipient server did not accept our requests to connect. Learn more at <a href="https://support.google.com/mail/answer/7720">https://support.google.com/mail/answer/7720</a> [209.174.183.30 209.174.183.30: timed out]	Saturday Mar 23 2019 12:34 PM

## APPENDIX H: SAMPLE LETTERS

### TEACHER EXCITEMENT LETTER

*(SENT TO TEACHERS BY UCHICAGO IMPACT PRIOR TO SURVEY OPEN)*

Dear Teacher,

Beginning **January 31, 2023** you will have the opportunity to participate in the 5Essentials Survey. UChicago Impact at the University of Chicago will administer the survey to teachers online. This survey allows you to share your views on important elements of school effectiveness, and the results will provide a rich picture of the inner workings of your school from an organizational perspective.

This survey is based on the Five Essentials for School Success, an evidence-based framework developed by the University of Chicago. This framework identifies how school performance on five factors or “essentials” can lead to important student outcomes, including improved attendance and larger test score gains. Research has shown that schools strong on three or more of the 5Essentials were 10 times more likely to improve student learning gains than schools weak on three or more of the Essentials. The 5Essentials are:

- Effective Leaders
- Collaborative Teachers
- Involved Families
- Supportive Environment
- Ambitious Instruction

School-level 5Essentials Reports will be generated from carefully analyzed survey data and reports will be released to school and district leaders in **April 2023**. These reports will show your school’s performance on the 5Essentials and display summary information, such as the percent of teachers who find their schools’ professional development initiatives helpful.

**Individual responses will remain confidential and not be linked to any individual by name.**

Survey administration begins **January 31, 2023**. On that day, teachers will receive an email with unique username and password to log-in to the survey and participate.

Lastly, your participation in this survey is voluntary. You may elect not to respond to individual questions and may discontinue participation at any time. However, at least 50% of your school's teaching staff must participate (a minimum of 8 respondents) in order to generate a report.

If you have any questions about the survey, please contact 5Essentials Customer Support at 866.440.1874 or [impact-surveys@uchicago.edu](mailto:impact-surveys@uchicago.edu).

Sincerely,

[Insert Signature]

## PARENT NOTIFICATION LETTER

(TO BE SENT TO PARENTS PRIOR TO SURVEY OPEN)



### Date

Dear Parent or Guardian,

We are writing to inform you about a student survey that will be administered at your child's school called the 5Essentials Survey. This survey, developed by the University of Chicago Consortium on School Research, asks students about their experiences in school. Having direct information from students is critical for developing plans to improve schools.

Students' identities will be completely confidential. Teachers or administrators will never see individual responses to survey questions only summary level responses, such as the percentage of students' who agree homework assignments help them learn the course material.

Please be aware that under the Protection of Pupil Rights Act. 20 U.S.C. Section 1232(c) (1) (A), you have the right to review a copy of the questions asked of your student(s). Survey questions can be requested of your school or district.

If you **DO NOT** want your daughter or son to participate, fill out the information below and ask your child to return this sheet to his or her teacher.

Thank you for your cooperation,

UChicago Impact

School Name: \_\_\_\_\_ Room # \_\_\_\_\_  
(Please Print)

I **DO NOT** want my child, \_\_\_\_\_, to take part in the 5Essentials Survey.  
CHILD'S NAME (PLEASE PRINT)

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SIGNATURE OF PARENT OR GUARDIAN

DATE

UChicago Impact is a non-for-profit organization located at the University of Chicago. Our purpose is to provide tools and supporting services that create reliably excellent schooling for students in urban America.

## PARENT SURVEY

(TO BE SENT TO PARENTS PRIOR TO SURVEY OPEN)



Dear Parent,

Beginning **January 31, 2023**, teachers and students across the district will have an opportunity to participate in the 5Essentials Survey. This survey is designed to generate a detailed picture of the inner workings of your child's school. As a parent, this opportunity will allow you to share your thoughts on the important elements of school effectiveness in a survey about your child's school.

The 5Essentials Survey will be administered online by UChicago Impact at the University of Chicago. The survey gathers data related to five indicators that can predict important student outcomes, including improved attendance and larger test score gains. These five indicators that affect and predict school success are:

- Effective Leaders
- Collaborative Teachers
- Involved Families
- Supportive Environments
- Ambitious Instruction

Prior research has shown that schools that were strong on at least three of these "5Essential" indicators were 10 times more likely to improve student learning gains in math and reading than those that were weak on three or more Essentials.

All teachers and **4<sup>th</sup> through 12<sup>th</sup> grade students** will be responding to this survey. 5Essentials Reports will be generated for schools if their teachers and/or students meet the response rate threshold of 50 percent. These reports will be sent to schools and districts in **April 2022**.

Additionally, our district has chosen to provide the Parent survey offered by UChicago Impact **October 25 – November 23, 2022**. If at least 20 percent of [school name] parents complete this survey, a parent supplement report will also be generated.

Your participation in the parent portion of the survey will help us understand the conditions at your child's school and guide improvement. Your identity and survey responses will be kept completely confidential and will never be connected to you or your child.

The Parent survey will be conducted **October 25 – November 23, 2022**. To take the survey please visit <https://survey.5-essentials.org/sd11/survey/parent/>.

Sincerely,  
[Insert Signature]

## PARENT REMINDER

(TO BE SENT TO PARENTS DURING SURVEY ADMINISTRATION)



Dear Parent,

This is a reminder to participate in the parent survey supplement, part of the 5Essentials Survey administration. We guarantee that survey responses will never be connected to the identity of you or your child. School reports will only present aggregated information of how parents and students responded as a whole.

A parent survey report will be generated if at least 20 percent of parents respond to the survey. While the parent data will not be made public, the parent report will be made available to [principal name] and [superintendent name] and will enable them to make considerations based on the responses given by [school name] parents. Your participation in the parent survey will help us understand the conditions at your child's school and guide improvement. Again, your identity and individual survey responses will be kept completely confidential and will never be connected to you or your child.

Teachers and 4th through 12th graders throughout the district are taking the teacher and student 5Essentials Survey. School-level 5Essentials Reports will be generated if teachers and/or students meet their 50 percent response-rate thresholds. These research-based reports will be sent to schools and districts in **April 2022**.

Please visit <https://survey.5-essentials.org/sd11/> to take the parent survey.

If you have any questions about the survey, please contact 5Essentials Customer Support at 1-866-440-1874 or [impact-surveys@uchicago.edu](mailto:impact-surveys@uchicago.edu).

Sincerely,  
[Insert Signature]



## PARENT NOTIFICATION LETTER - SPANISH

(TO BE SENT TO PARENTS PRIOR TO SURVEY OPEN)



[Insert Date]

Estimados Padres,

Le escribimos para informarle de una encuesta para estudiantes que será administrada en la escuela de su hijo. La encuesta se llama el 'Colorado Springs D11 5Essentials Survey.'

Esta encuesta se basa en veinte años de investigación de la Universidad de Chicago. Pide respuestas de los estudiantes sobre sus experiencias en su escuela y le da a los líderes información crítica para ayudar a desarrollar planes para mejorar la escuela.

Este año requerirán a participantes estudiantiles a la entrada al sistema usando su ID estudiantil y fecha de nacimiento para completar la encuesta. La identidad de los estudiantes es completamente confidencial. Los maestros y los administradores nunca verán respuestas individuales y solo recibirán información agregada. Por ejemplo, recibirán el porcentaje total de estudiantes quienes están de acuerdo que la tarea les esta ayudando a aprender el material de su clase.

Por favor tenga en cuenta que bajo la 'Protection of Pupil Rights Act. 20 U.S.C. Section 1232(c) (1) (A)' usted tiene el derecho de revisar una copia de las preguntas que se presentan a su hijo(s). Las preguntas de la encuesta se pueden encontrar en la pagina web de el Estudin 5Essentials de Illinois (<https://www.5-essentials.org/illinois>).

Gracias por su cooperación,

[Insert Signature]

Escuela: \_\_\_\_\_ Sala # \_\_\_\_\_

Yo no quiero que mi hijo/a, \_\_\_\_\_, participe en el 'Colorado Springs D11 5Essentials Survey'.  
(Nombre de su hijo/a)

---

FIMA DEL PADRE

FECHA

## PARENT SURVEY - SPANISH

(TO BE SENT TO PARENTS PRIOR TO SURVEY OPEN)



Estimados Padres,

Comenzando el **31 de enero**, todos los maestros y estudiantes tendrán la oportunidad de participar de el Estudio 5Essentials. Este Estudio esta diseñado para generar información detallada del funcionamiento interno de la escuela de su hijo. Como un padre, esta oportunidad permitirá que usted comparta sus pensamientos sobre los elementos importantes de la eficacia de la escuela en una encuesta sobre la escuela de su hijo.

De parte de la **Colorado Springs D11**, el Estudio 5Essentials se administrará en línea por UChicago Impact de la Universidad de Chicago. La encuesta recoge datos relacionados a los cinco indicadores que pueden predecir resultados importantes para estudiantes, incluyendo mejor asistencia y calificaciones en las pruebas. Estos cinco indicadores que afectan y predicen el éxito de las escuelas son:

- Effective Leaders (Lideres Efectivos)
- Collaborative Teachers (Maestros Colaborativos)
- Involved Families (Familias Dedicados)
- Supportive Environments (Ambiente Soportante)
- Ambitious Instruction (Instrucción Ambicioso)

Investigaciones previas en mas de cuatrocientos escuelas, ha demostrado que las escuelas que eran fuertes en por lo menos tres de estos '5Essential' indicadores fueron 10 veces mas que probables para mejorar la capacidad de aprendizaje de los alumnos en matemática y lectura.

Todos los maestros y todos los estudiantes en cuarto a duodécimo grado, responderán a esta encuesta. Informes de los 5Essentials serán generados para las escuelas cuales tuvieron mas que cincuenta porciento de respondientes. Estos informes se enviaron a las escuelas y distritos en **Abril de 2023** y también se incluirán en el 'Boletín de Notas de el Estados.'

Además, su distrito ha elegido a producir la encuesta opcional de 5Essentials para los padres. Si por lo menos 20 por ciento de los padres de [school name] completan esta encuesta, un reporte suplementario con esta información será generada.

Su participación en la encuesta para los padres nos ayudara a comprender las condiciones en las escuela de su hijo, y esa información se puede usar para mejorar la escuela. Su identidad y sus respuestas se guardaran en forma totalmente confidencial y nunca será conectado a usted o a su hijo.

El Estudio Colorado Springs D11 el suplemento para padres se llevarán a cabo el **25 de octubre al 23 de noviembre**. Para participar en la encuesta, visite <https://survey.5-essentials.org/sd11> y seleccione su propia encuesta para comenzar.

Si tiene alguna pregunta o inquietud, por favor comuníquese con los Servicios Clientes de 5Essentials en 1-866-440-1874 o [impact-surveys@uchicago.edu](mailto:impact-surveys@uchicago.edu).

Sinceramente,  
[Insert Signature]

## PARENT REMINDER-SPANISH

(TO BE SENT TO PARENTS DURING SURVEY ADMINISTRATION)



Estimados Padres,

Este es un recordatorio para participar en la encuesta para padres de el Estudio 5Essentials de **Colorado Springs D11**.

Garantizamos que sus respuestas nunca serán conectadas a su identidad o a la identidad de su hijo. Los informes de las escuelas solamente presentaran información conjunta de todos los padres y estudiantes.

Un informe de la encuesta de los padres estará generada si por lo menos 20 por ciento de los padres participan. Los datos de los padres no se hará disponible para el publico. El informe de los padres será disponible a [principal name] y [superintendent name] para que puedan tomar en consideración las opiniones de los padres de [school name]. Su participación en la encuesta para los padres nos ayudara a comprender las condiciones en las escuela de su hijo, y esa información se puede usar para mejorar la escuela. Su identidad y sus respuestas se guardaran en forma totalmente confidencial y nunca será conectado a usted o a su hijo.

Todos los maestros y todos los estudiantes en cuarto a duodécimo grado, responderán a esta encuesta. Informes de los 5Essentials serán generados para las escuelas cuales tuvieron mas que cincuenta por ciento de respondientes. Estos informes se enviaran a las escuelas y distritos en **Abril de 2023** y también se incluirán en el 'Boletín de Notas de el Estados.'

Por favor visita <https://survey.5-essentials.org/sd11/survey/parent> para participar en la encuesta para padres.

Si tiene alguna pregunta, por favor comuníquese con los Servicios Clientes de 5Essentials en 1-866-440-1874 o [impact-surveys@uchicago.edu](mailto:impact-surveys@uchicago.edu).

Sinceramente,  
[Insert Signature]