

## **HINTS: SUCCESSFUL COLLECTION OF SURVEY FORMS FOR COORDINATORS**

- Tape or paste the homeroom/classroom rosters to a large envelope. Have teachers check off names of students who have turned in survey forms. If any names are unchecked, send the envelope back with blank survey forms and highlight the names for the teacher to work on. The envelopes may go back and forth until the survey is completed.
- Keep survey forms in a safe place while working on them and have them grouped by classroom until all survey forms are returned. List names of missing survey forms on top of each group so you will know which teachers need to contact which students.
- Notify teachers immediately when survey forms are missing or lacking information.
- Teachers should decide how to incentivize the students for returning the survey forms.
- School/Teachers may not use detention or other disciplinary actions to encourage the return of the survey form.
- Ask Teachers to encourage parents to fill out the survey form when they come in for parent conferences or other class business.
- Provide whole school reward for meeting a School wide goal – enlist your Principal or administration.
- Keep a list of missing survey forms at the front desk. Take every opportunity to have parents fill out the survey form as they come into the office on other business.
- Use whatever method works for your school and community. Not all of the methods are appropriate for your school.
- Arrange a meeting in the auditorium for students who haven't returned their survey forms to explain the importance of the survey and request them to comply.
- Be prepared School wide to explain the necessity of the survey form collection and how the school and students benefit directly.
- For Parents with further questions or concerns refer to Administration.
- Keep at it! Your work is vital to the financial wellbeing of the District and your school.
- Keep your Administration informed of collection progress.
- Collection is an entire school responsibility – Coordinators are responsible for tracking and facilitating distribution and collection, but making it a school wide priority is the duty of the entire staff.

## Hints: Successful Collection of Survey Forms

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- For schools with families on CalWORKS, have a survey form ready for the parent to fill out in exchange for the proof of school attendance for social services.
- Always be truthful with parents regarding the nature of the survey. Do not tell them something that cannot be confirmed by the Impact Aid Office. For example, “your child cannot continue attending our school unless you fill out a survey form.”
- It is important to maintain good rapport with the parent and not alienate them. Explain that the information is completely confidential and that it helps the district obtain money, allowed for by a public law. If a parent/guardian still absolutely refuses, even after you have explained the need, make a note of it and attach a copy of the student’s K-12 enrollment card to the survey form and send it in with the completed forms.