

5ESSENTIALS SURVEY ADMINISTRATION PLAN

School Name: _____

Principal: _____ **Survey Coordinator:** _____

Student Response Rate Target	
Teacher Response Rate Target	
Parent Response Rate Target	
Targeted Survey Completion Date	
Five steps I will take to meet my survey administration targets	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

*A minimum of a 50% response rate must be achieved per respondent group (student if applicable and teacher) in order to qualify for a web-based report. A 20% response rate must be achieved to qualify for a parent report. Additionally, schools must have a minimum of eight teacher survey respondents and 10 student respondents.