



## Parent Survey Progress Report Instructions

Use this report to monitor progress and boost parent participation. Although a minimum participation rate is not required, the higher the rate of participation, the greater the likelihood that the data will be representative of your agency's population.

1. Log into **ADEConnect – Applications – Exceptional Student Services Portal – Data Surveys – Parent Involvement Survey**.
  - To obtain access to the application, please contact your entity administrator.
2. Choose the **Reports** menu tab at the top of the page.
3. From the **Reports** dropdown menu select:
  - Report Name: Select Survey Progress.
  - Survey Name: (YEAR) Parent Involvement Survey.
  - District Name: PEA name.
4. Choose either View Report, Download Excel, or Download PDF to view results.
  - **Report** format.
    - Page 1 displays PEA-level results.
      - **Note:** The participation percentage is an estimate.
    - Page 2 displays PEA school-level results.
      - **Note:** Compare individual school results to improve district-wide participation.
    - Page 3 and subsequent pages track survey status by student name and school site.
      - **Note:** Use this list to follow-up with parents who have not completed the survey.