



Indicator 8 Parent Involvement Survey Instructions

School districts and charter schools are required to administer the online-only survey annually. **The survey closes May 31st.**
State agencies do not administer the survey.

The [State Performance Plan](#)—Indicator 8: Parent Involvement—requires ADE/Exceptional Student Services (ESS) to annually submit survey data on the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. The Indicator 8 target this year for SY '21 is 69%. This percentage—the Indicator 8 measurement—is calculated from completed surveys and is reported after the survey closes.*

Get Started

- Log into [ADEConnect](#) – ESS Portal – ESS Data Surveys – Parent Involvement Survey
 - ✓ If you don't already have access to the survey application or need to add additional users who should have the right to use this information and administer the survey, contact your entity ADEConnect administrator and ask to be assigned the **ESS Parent Survey: User Role**. If additional assistance is needed to be assigned the User Role use the Help Desk ticketing system via ADEConnect.
- The ADEConnect ESS Parent Involvement Survey application displays
 1. Student List/Login Codes
 2. Survey Instructions for PEAs
 3. Survey Instructions for Parents
 4. Question-by-Question Report Instructions
 5. Progress Report Instructions *The progress report participation rate shows the approximate number of completed/not completed surveys. Currently, ESS does not require a minimum participation (response) rate.* Continuous efforts to reach the highest possible participation rate will yield valid and useful data.*

Note: The Student List and Report tabs are located above the Welcome to the Exceptional Student Services Data Survey Tool banner.

Survey Administration

Reminder:

- Districts will distribute login codes to parents of their Private Day/Tuitioned-out students.
 - Students over 18 years-of-age will take the survey, *unless* a parent has retained IEP rights. The parent who has retained special education rights will complete the survey, not the student.
 - Secure Care facilities will administer the survey.
1. Download the **2021 Student List**.
 - a. The October 1st special education census list is used to generate the student lists.
 - b. Review the list prior to printing the family instruction letter. You may choose to remove students who are no longer receiving special education services or have withdrawn. Deletions will not affect internal ADE data collection systems.
 2. Merge the Excel student list and the Word parent instruction letter to add each student's name, school name, and unique login code to individualized letters. Use your software help tool for mail merge instructions. If an alternate method is used by your agency to distribute secure communications to families ensure you've included all the information from the parent instructions document.
 3. Distribute confidential instruction letters.
 - a. Give every parent of a student age 3 through 21 who has an IEP survey instructions and a login code.
 - b. Parents complete separate surveys for each of their children who has an IEP.

- c. **Important:** Give survey instructions and a login code to students over 18 years-of-age, *unless* a parent has retained IEP rights. The parent who has retained special education rights will complete the survey, not the student.
- d. The instruction letter informs respondents that the survey is confidential. Your assurance that school staff can't access individual survey responses will increase participation.
- e. As soon as possible, involve classroom, administrative office, and IT staff to devise a distribution and follow-up plan.
- f. Use a variety of methods to boost participation (e.g., IEP and parent teacher meetings, direct mail, secure email or text, web-based learning and communication programs, and school events).
- g. Participation will increase with follow-up phone calls, emails, and personal interactions to confirm instruction letters were received and that input is valued.
- h. Should the respondent choose to retake the survey, the same login code can be reused.

Data Collection

- As required by IDEA '04, Indicator 8 measurements for PEAs with six or more special education students will be posted for public viewing on the ESS website. The Indicator 8 measurement is the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.
- Based on each unique login code, the survey extracts demographic information about the child from AzEds (i.e., race, ethnicity, age, grade, disability category) and allows ESS to summarize results for individual PEAs and school sites.
- After the survey closes, question-by-question summaries, including the Indicator 8 measurement of parent involvement, will be posted for each PEA in ADEConnect.
- The Indicator 8 measurement will be used for Program Support and Monitoring risk analysis.
- **FYI:** This measurement is not the percent of individuals who completed the survey. Currently, ESS does not require a minimum participation (response) rate.

Survey Portal—<https://ADEParentSurvey.azed.gov>

- The short online-only survey can be completed in about twenty minutes on a computer, tablet, or smart phone.
- Users are prompted to choose English or Spanish. For other languages utilize the same methods you use to involve parents or students who are unable to read English or Spanish.
- Each unique confidential login code is associated with demographic information about the student from AzEds.
- Likert scale questions (Strongly Agree, Agree, Disagree, Strongly Disagree, Not Applicable)
 1. I work together with the IEP team as an equal partner to develop my or my child's IEP.
 2. I feel comfortable telling my ideas about how well special education services meet my or my child's needs.
 3. The teacher(s) keep(s) in touch with me regularly about my or my child's progress.
 4. My relationship with the school staff has a positive effect on my or my child's education.
 5. Administrators are available to discuss my questions or concerns.
 6. My school helps me play an active role in my or my child's education.
 7. The school explains what choices I have if we disagree.
 8. Overall, I am satisfied with how my or my child's school makes it easy for me to be involved.

Open-ended question: Questions 1—8 are always confidential. Question 9 will be confidential unless a student or a specific situation is identified.

1. How does your school encourage you to be involved?

Survey information, updates, and family engagement resources are posted on
www.azed.gov/specialeducation/parent-involvement-survey-admin

For assistance contact

Becky Raabe, Parent Involvement Survey Coordinator, ParentSurvey@azed.gov or (928) 637-1871