



21st CCLC APR Teachery Survey Tip Sheet



These tips are meant to support 21st CCLC programs in collecting Teacher Surveys with some reminders about requirements and ideas about how to collect surveys in tricky situations.

Reminders:

- ✓ The 21st CCLC APR Teacher Survey (TS) is only required for **students in grades 1-5**.
- ✓ The TS is required for **all students who attend 1 hour or more** in the program year, starting with summer programming and running through the spring term.
- ✓ The TS is **completed by school day teachers** of the students participating in the 21st CCLC program.
 - Since many students only have one school day teacher of record, this is the person who should complete the TS.
 - If there is more than one core teacher, select a reading/ELA or math teacher.
- ✓ TS **data will be reported student by student** into the 21st CCLC APR Data Reporting System for each school so data should be collected in a matter that facilitates this.
 - The system will ask the three questions for each student and will ask respondents to provide one of the four option choices,
- ✓ The TS **can be distributed via any practical format**. This includes using one of the templates provided, via online system, via Student Information System, or via any other method that allows the 21st CCLC coordinator to track which students have a survey for them.
 - The three questions and their four answer options are required and cannot be modified:
 - 1) *While this student was in your regular school day class, assess their change in Class Participation.*
 - Did not need to improve*
 - Improved*
 - Remained the same*
 - Decreased*
 - 2) *While this student was in your regular school day class, assess their change in Positive Classroom Behavior.*
 - Did not need to improve*
 - Improved*
 - Remained the same*
 - Decreased*
 - 3) *While this student was in your regular school day class, assess their change in Positive Peer Relationships.*
 - Did not need to improve*
 - Improved*
 - Remained the same*
 - Decreased*
- ✓ Each student should have one TS completed.

Distribution Tips:

Each district can decide their strategy for *when* to deliver the TS but some things to consider:

- ✓ The TS should be given when the student has attended a substantial amount of time so that there is maximum potential for improvement in the three engagement areas.
 - Collecting surveys near the end of the program year is preferred. Collecting surveys at the end of the semester after substantial program participation may also be a valid strategy, although should be considered only if a student leaves the program to avoid duplicate surveys.
- ✓ If a student has ended program participation prior to the end of the spring term, the TS should be completed for the student as soon as is feasible.
- ✓ For students who only attend summer programming, select a teacher to complete the TS who taught the student during the summer session and who would be best placed to notice a change in one of the three areas of engagement.
- ✓ Best practice is to develop a plan for collecting surveys over a period of time instead of all at once so that teachers have a chance to complete them all.
 - Consult with teachers and the principal to determine the best strategy for your program.
- ✓ The 21st CCLC TS is designed as a one-time survey to limit the additional burden of APR data collection and reporting.