



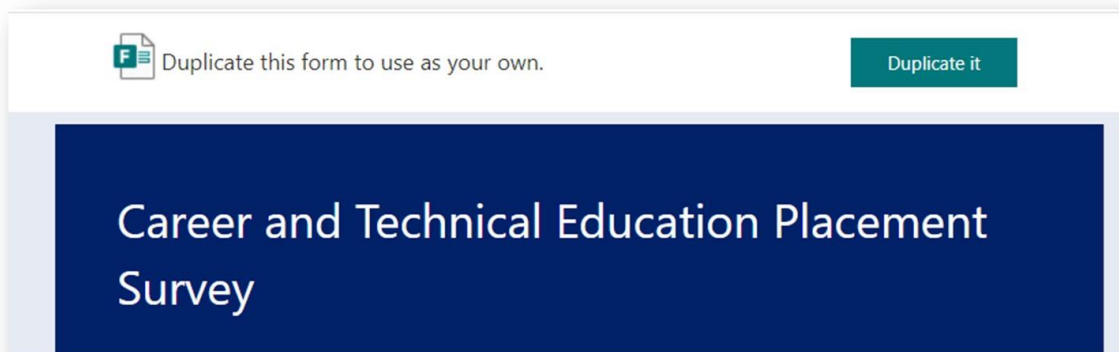
*For secondary LEAs, including CTEDs*

Many districts opt to use digital survey tools to collect placement surveys from past students. Both Microsoft Forms and Google Forms are popular options. ADE-CTE has created Placement Survey templates that districts can download, customize, and then share with survey recipients. Districts must first “copy” the template to their own Microsoft Office or Google accounts and then share/distribute the survey from there. The Arizona Department of Education assumes no responsibility for district use of these templates. Use of these templates is optional.

## **MICROSOFT FORMS**

Link to template: [Microsoft Forms Template](#)

To copy the Microsoft Forms Placement Survey Template to your own Microsoft Office account, click on the template link above. You will be prompted to “Duplicate this form to use as your own.”. Click the “Duplicate it” button to copy the template to your own Microsoft Office account. You may be prompted to sign into Microsoft if not already signed in.



Once copied, the form will open in Edit mode. Please note that the word “(copy)” will automatically be added to the form title. You will have the opportunity to edit the form in any way, including adding, changing, or removing questions. Once copied, the form becomes the property and responsibility of the district that copied it.

Click the “Send” button in the top right corner of Microsoft Forms to begin collecting responses.

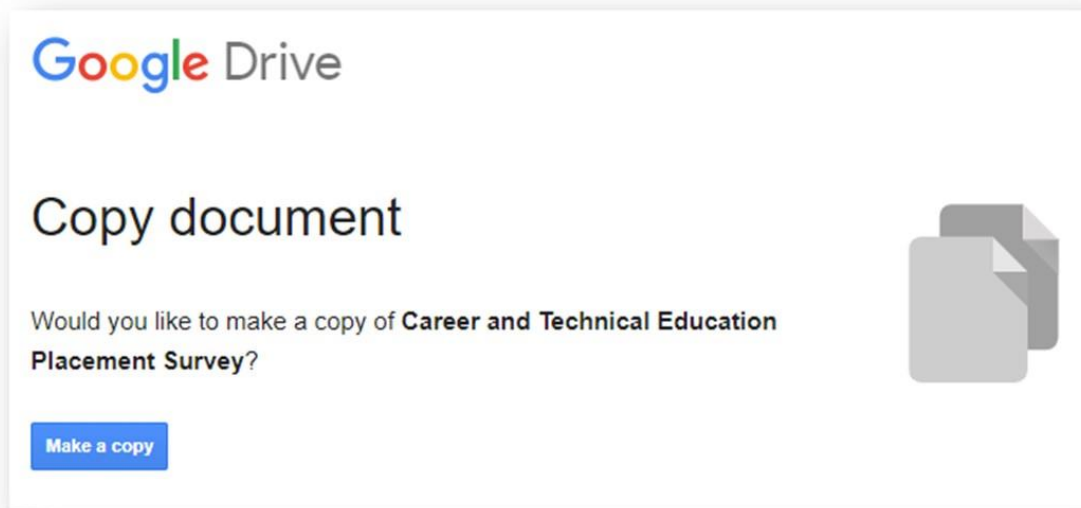
Full hyperlink:

[https://forms.office.com/Pages/ShareFormPage.aspx?id=y7CIWB9EukKIoY\\_f0Fo\\_MNvA6s5a99DpsF84u6CeadUMVE5TVkxUjlaV1hESEZBME80TEdJNTI3Si4u&sharetoken=rvLgOS8KBwfv0la2Un4t](https://forms.office.com/Pages/ShareFormPage.aspx?id=y7CIWB9EukKIoY_f0Fo_MNvA6s5a99DpsF84u6CeadUMVE5TVkxUjlaV1hESEZBME80TEdJNTI3Si4u&sharetoken=rvLgOS8KBwfv0la2Un4t)

## GOOGLE FORMS

Link to template: [Google Forms Template](#)

To copy the Google Forms Placement Survey template to your own Google account, click on the template link above. You may be prompted to sign into your Google account if not already signed in. You will be asked "Would you like to make a copy of Career and Technical Education Placement Survey?". Click the "Make a copy" button to copy the template to your own Google account.



Once copied, the form will open in Edit mode. You will have the opportunity to edit the form in any way, including adding, changing, or removing questions. Once copied, the form becomes the property and responsibility of the district that copied it.

Click the "Send" button in the top right corner of Google Forms to begin collecting responses.

Full hyperlink: <https://docs.google.com/forms/d/1EVu9pey5y7F7Fe-tpmbC6b8MZ155PwfR6oUEMTyuEUI/copy>