



Indicator 8 Parent Involvement Survey Instructions

School districts, charter schools, secure care facilities, and Arizona State Schools for the Deaf and the Blind (ASDB) are required to administer the annual, online-only survey from **March 1 through May 31, 2024**.

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 is **92.67%** (SY 23–24). This percentage, the Indicator 8 measurement, is calculated from answers to questions in completed surveys and is reported after the survey closes.

Get Started

- Log into **ADEConnect – Applications – Exceptional Student Services Portal – Data Surveys – Parent Involvement Survey**
 - ✓ If you do not already have access to the survey application, or if you need to add 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**. [Contact the ADEConnect Help Desk](#) for technical assistance.
- The ADEConnect ESS Parent Involvement Survey application displays
 1. PEA Survey Instructions
 2. User Instruction Letter (Word file to self-merge)
 3. Preview of Survey Questions
 4. Progress Report Instructions
 - This report shows the approximate number of completed/not completed surveys and school-site results. **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.
 5. Question-by-Question Report Instructions
 6. Family Engagement Action Plan
 7. Family Engagement Strategies
 8. Student List *
 9. Reports *

* The Student List and Reports tabs are located on the banner at the top of the page.

Survey Administration

1. Click the **Student List tab**. This page displays the Survey Name: 2024 – FY24 Parent Involvement Survey and School Name drop down field.
 - a. The October 1 special education census is used to create unique student login codes. Login codes cannot be created for students who are not on the lists.
 - b. You may choose to **self-merge** Student Login Codes and the User Instruction Letter as a single file or select individual school sites to download **pre-merged** letters.
 - c. The self-merge option requires time to choose individual school sites; however, using this option simplifies distribution to school site survey coordinators, allows for easy redistribution to individuals or groups of students, and may potentially be used with home/school communication software.



Every Answer Counts



Exceptional
Student Services

2. **Option 1: Self-merged** Student Login Codes/User Instruction Letters
 - a. Click the Excel button to download and save the entire PEA student list.
 - a. You may delete students who are no longer receiving special education services or have withdrawn. Deletions will not affect internal ADE data collection.
 - b. Merge the Excel student list and the Word User Instruction Letter to add the (1) student's first and last names, (2) survey code, and (3) school name to individualized letters. Use your software help tool for mail merge instructions.
3. **Option 2: Pre-merged** Student Login Code/User Instruction Letters
 - a. Choose a school site.
 - b. Click the Self-Merge button. The system will create a .zip folder of Student Login Code/User Instruction Letters.
 - c. Next, (1) save then open the folder, (2) without affecting internal ADE data collection, you may delete students who are no longer receiving special education services or have withdrawn, (3) open your print management window, (4) select all the files you want to print, (5) drag and drop the files to the printer, and then (6) follow the prompts to print.
4. **Distribute** confidential Student Login Code/User Instruction Letters.
 - a. Student Login Code/User Instruction Letters must be given to all parents who have a child aged 3 through 21 with an IEP, including Private Day/tuitioned-out students.
 - b. Letters must be given to a parent of the student whose name appears in the upper left corner of the letter.
 - c. **Important:** Give a Student Login Code/User Instruction Letter 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. Parents will receive separate instruction letters for each of their children who has an IEP.
 - e. Should the respondent choose to retake the survey, the same login code can be reused.
 - f. A login error message will occur if the respondent uses the letter 'O' rather than zero '0'.
 - g. The Student Login Code/User Instruction Letter informs respondents that the survey is confidential.
 - h. Assure parents that school staff cannot access individual survey responses.

Tips to Increase Participation

- Involve teachers, administrative office staff, and IT personnel to devise a distribution and follow-up plan.
- Establish a method to track participants who have received instructions and follow-up contact.
- Use a variety of methods to boost participation (e.g., IEP and parent-teacher meetings, school events, direct mail, secure email or text, and home/school communication programs).
- Participation increases with individualized follow-up to confirm that instruction letters were received, and that input is valued.

Data Collection

- 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.
- 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.



FYI: This measurement is not the percent of individuals who completed the survey. Currently, ESS does not require a minimum participation (response) rate.

- After the survey closes, authorized users will have access to their PEA's Indicator 8 measurement of parent involvement. If more than six surveys were completed, the report will include a question-by-question summary and parent comments.
- The Indicator 8 measurement will be used for Program Support and Monitoring risk analysis.

Survey Portal

- The short, online-only survey can be completed in less than ten 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.
- **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.
 9. How does your school encourage you 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.*

[Parent Involvement Survey Info for Schools](#)

[Parent Involvement Survey Info for Families](#)

Email the [Parent Survey Inbox](#) or call 520-770-3175