

## Indicator 8 Family Engagement Survey: Supporting Students with IEPs Timeline

	DPI	LEA
June	Sends notification letter to LEAs of upcoming Indicator 8 and other cyclical indicator participation.	Review Indicator 8 and Family Engagement Survey resources to prepare staff and families for the survey: <a href="https://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parent-involvement">https://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parent-involvement</a>
January - February	Uploads a student list for each LEA into the survey manager system within 2 weeks of the survey window opening. The student list is based on the current special education enrollment the day it is uploaded into the survey manager. The student list includes individualized usernames and passwords for parents to take the survey.	When first logging into the survey manager system, assign additional district contacts who will have access to the survey manager and receive updates from WI DPI about the survey. Review the student roster and add or delete students based on enrollment. Once the student list is confirmed as accurate, activate the survey.  Prepare for the survey by downloading the Indicator 8 Parent Contact Excel spreadsheet and adding parent contact information accordingly. Prepare survey letters and then send letters to parents via the survey manager.  For all students, each parent receives a letter that includes a link to the survey, and an individual username and password so parents are able to take the online survey.
On or Before February 1	The survey window opens and the LEA Special Education Director is notified via email.	Assist families with completing the survey using the online survey or paper. Parents can be referred to WSPEI or WI FACETS for assistance with survey completion as well. School district personnel are not permitted to enter parent surveys.
Feb-June	WSPEI Staff are available for technical assistance as needed for LEAs completing the survey.	Monitor the Survey Manager application to monitor response rates and follow up with parents to ensure meeting the minimum response rate requirement of 10%. Monitor the response rate by race category to be sure a representative response is received.
June 30	The survey window is closed.	Ability to view parent comments in the Survey Manager application.
September	Indicator 8 question-by-question reports are generated for each LEA through the public District Profile and the Special Education Web Portal.	Use data from reports to develop district family engagement plans. Share the results with staff and families.
February	State results are reported to OSEP for the previous year's survey results in February.	LEA is able to compare overall results for preschool and school-age surveys to state targets via the District Profile. Contact WSPEI for more information.