EVALUATING YOUR ACP PROGRAM

January 2019

Question Bank for District-Leader Data Collection

*Produced in partnership with the Wisconsin Evaluation Collaborative at the University of Wisconsin–Madison.*

The following Question Bank includes items that can be used in surveys or focus groups with district leaders to gain more information about your district’s ACP program. Please see the Guidance Document for more information about using these questions effectively.

The questions are divided into different topic areas. Question formats are indicated as follows:

**(S) items** are appropriate for use in surveys and can be answered by indicating yes/no, a scale response, or selecting from a list of answers.

**(OE) items** are open-ended survey items and require a text response, and consequently take more time to answer and to analyze.

**(FG) items** are more appropriate for a focus group.

Many survey (S) items can also be used as “starter” questions in focus groups followed by the relevant (OE/FG) questions which can be used to probe more deeply for additional information.

## Questions

For inquiry involving district leaders, the respondents are likely to be small in number so most of the questions are open ended and high level in nature. The questions may help in identifying gaps in awareness among district leaders or point you in the direction of areas for growth or communication needs.

1. Is there a district vision for developing a CCR (College & Career Ready) / ACP culture? (S)
2. Are you aware of the legal requirements for ACP programs and planning (PI 26)? (S)
3. Is there an ACP team, an ACP coordinator or other personnel “in charge” of ACP in your district? (Y/N) (S)
	1. What is that person’s role otherwise? (OE/FG)
4. How is the district delivering professional development (PD) around ACP? What PD? When? To Whom? Who’s delivering it? How are the PD needs determined? (OE/FG)
5. How are expectations around ACP communicated to staff? To families? (OE/FG)
6. To what extent is ACP included in the district communication plan? How much communication around ACP is the responsibility of schools vs. the district? (OE/FG)
7. Do you think ACP is being implemented consistently across the district? (S)
	1. If yes, how do you know? (OE/FG)
	2. If no, please provide more detail. (OE/FG)
8. Which supports have had the greatest impact on the district’s ACP program? (S)
	1. Local businesses
	2. Local post-secondary institutions
	3. Local community organizations
	4. Others (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Do you feel that the ACP program is supporting the needs of students in your district? Y/N (S)
	1. If not, are there particular areas in which you feel students’ needs are not supported? (awareness, involvement, communication, etc.) (OE/FG)
10. Do you think ACP is being delivered equitably to all students? Y/N (S)
	1. If yes, how do you know? (OE/FG)
	2. If not, please provide more detail. (OE/FG)
11. In what ways is ACP NOT being delivered fairly/equitably to students? (OE/FG)
12. Please provide suggestions for specific actions can be taken to address any inequities (for example, secure funding for transportation to work-based learning or other opportunities, find additional avenues of communication to reach more families, etc.) (OE/FG)



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