

Climate Survey Information Sheet

Thank you for contacting the DPI Climate Survey Team. We understand you would like to administer the climate surveys in your district. The information below should lead you through the process. If you have questions, feel free to email the Climate Survey Team at dpigualtricsstools@dpi.wi.gov

Introduction

The US Department of Education has made four surveys available to districts to assess the “climate” or environment of schools in the district. The target audiences for the surveys are 1) students (grades 5 to 12), 2) parents, 3) instructional staff and 4) non-instructional staff.

Department of Education makes these surveys available via a free tool it has created, but the tool is not particularly user-friendly. As an alternative, Wisconsin Department of Public Instruction (DPI) has obtained licenses to the Qualtrics survey tool software. The Qualtrics tool is very intuitive and easy to use.

These four surveys have been created in Qualtrics and are available to districts to administer their own climate surveys, FREE of charge. Please note that modifications of the surveys will not be possible. The purpose of this is to maintain the validity and comparability of the data.

Steps to Follow

If you want to administer the four climate surveys in your district, these are the steps:

1. Send an email to dpigualtricsstools@dpi.wi.gov with the dates you would like to begin and end the survey(s).
2. The DPI Climate Survey Team will send you the following:
 - a. One anonymous link for each of the four surveys.
 - b. Sample letter(s) to introduce the survey to respondents.
 - c. Sample text as a reminder/thank you for completing the survey.
3. You will send out the anonymous survey link(s) to potential survey respondents. NOTE: Please do not post these links on your website as it increases the possibility of the wrong people responding to the survey.
4. You will send out reminder/thank you emails as you choose.
5. When the survey period has expired, you will be given instructions for retrieving your data. You will have access to a raw data file as well as one report for each of the four surveys administered.