

# Indicator 8: Family Engagement Survey

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Family Engagement Survey Manager User Guide

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

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## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 1. Introduction

The Indicator 8: Parent Survey Manager web application (<https://sped.dpi.wi.gov/SpedPortal>) creates two survey codes for each student based on the LEA's (e.g. school district) enrollment from the date that DPI uploads the student list into the Survey Manager System. This upload typically occurs within a few weeks prior to the survey window opening. Districts can also add students to the survey that may either transfer into the district or become eligible for special education after DPI has uploaded the student list into the survey management system. The survey site that parents use is hosted by the Wisconsin Department of Public Instruction (DPI), so real-time response rates can be tracked by districts.

Starting in 2019, district staff may NOT enter paper surveys to ensure confidentiality of the student and family. Paper surveys should be mailed to DPI and parents provided with a DPI addressed stamped envelope when given a paper survey. WSPEI CESA Family Engagement Coordinators may be available to help support data entry for the Family Engagement Survey. To contact a WSPEI coordinator go to <https://wspei.org/contact/>.

The Indicator 8: Family Engagement Survey was formerly known as the Parent Involvement Survey. Please also see the Indicator 8 website: <http://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parent-involvement/law>

▲ Cyclical and as Required Applications		Required Actions
RDA: Procedural Compliance Self-Assessment		None Due Date: 11/15/2017
Indicator 11: Timely Initial Evaluations		None Due Date: 11/15/2017
Disproportionality: Procedural Compliance Self-Assessment		None Due Date: 11/15/2017
IEP: Postsecondary Transition Plan (PTP)		Continuous Collection
<b>Indicator 8: Parent Survey Manager</b>		None
Procedural Compliance Self-Assessment Report (Legacy Portal)		

If you are unsure of your login ID or password for the Special Education Web Portal, please see this webpage: <http://dpi.wi.gov/sped/educators/webportal>

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### 2.1. Granting Access

#### Directors of Special Education

Users with the role of Director of Special Education will have access to the application by default.

#### District Users

The application will not be displayed on the Main Menu if a District User has not specifically been granted access to it by their Director of Special Education.

If any other users require access to the application, they will need to request it from the district's Director of Special Education. This is usually (but not always) the person listed in the Special Education Leadership Directory: <https://sped.dpi.wi.gov/LeadershipDirectory>

### 2.2. LEA Data link



Clicking this link will open the Special Education District Profile for your district for the latest year of data available, and point you to the Indicator 8 data that has been collected in the past. It does NOT open the application.

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### 2.3. Required Action

Users will select the Indicator 8: Parent Survey Manager link to open the application.

▲ Cyclical and as Required Applications		Required Actions
RDA: Procedural Compliance Self-Assessment		None Due Date: 11/15/2017
Indicator 11: Timely Initial Evaluations		None Due Date: 11/15/2017
Disproportionality: Procedural Compliance Self-Assessment		None Due Date: 11/15/2017
IEP: Postsecondary Transition Plan (PTP)		Continuous Collection
Indicator 8: Parent Survey Manager		None
Procedural Compliance Self-Assessment Report (Legacy Portal)		

There are two possible ‘Required Action’ statuses for the Indicator 8: Family Engagement Survey Application in the Special Education Web Portal.

1. **None**  
For any districts that are not in cycle.
2. **Required Responses: (X)**  
**Due Date (MM/DD/YYYY)**  
The number of responses required for a district to meet their response rate. The actual date of when the application closes for any districts that are in the cycle.

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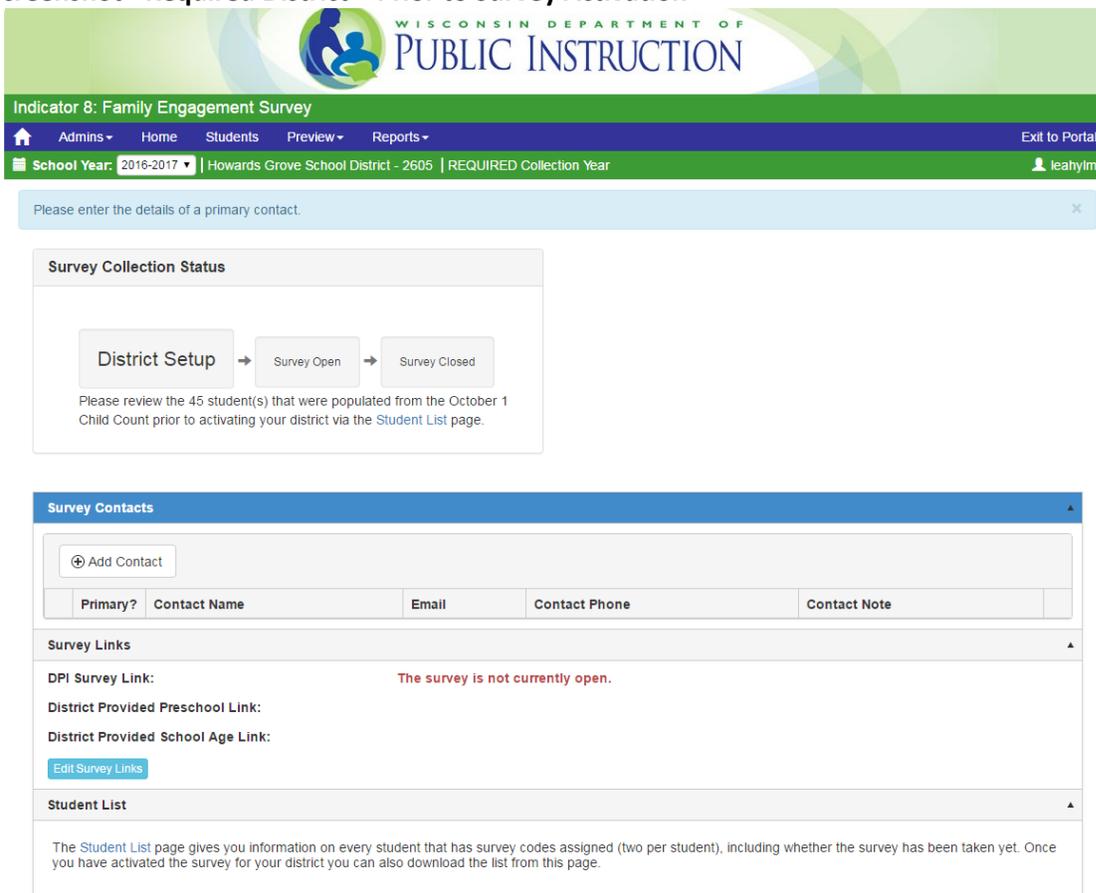
### 3. Home Page

The home page is the page that is presented each time that you enter the application.

You can navigate back to the Home Page at any time by selecting the home icon from the blue menu bar ()

There are several different varieties of the Home Page depending on whether your district chose to or are required to conduct the survey and whether or not your district has activated the survey for parents in your district to take it.

#### Screenshot - Required District – Prior to Survey Activation



The screenshot shows the application interface for a Required District before survey activation. At the top is the Wisconsin Department of Public Instruction logo. Below it is a navigation bar with a home icon, 'Admins', 'Home', 'Students', 'Preview', 'Reports', and 'Exit to Portal'. A secondary bar shows 'School Year: 2016-2017', 'Howards Grove School District - 2605', 'REQUIRED Collection Year', and a user profile for 'leahylm'. A light blue message box says 'Please enter the details of a primary contact.' Below this is a 'Survey Collection Status' section with a flowchart: 'District Setup' → 'Survey Open' → 'Survey Closed'. A note below the flowchart reads: 'Please review the 45 student(s) that were populated from the October 1 Child Count prior to activating your district via the Student List page.' The 'Survey Contacts' section has an 'Add Contact' button and a table with columns: 'Primary?', 'Contact Name', 'Email', 'Contact Phone', and 'Contact Note'. The 'Survey Links' section shows 'DPI Survey Link:' with a red error message 'The survey is not currently open.', and links for 'District Provided Preschool Link:' and 'District Provided School Age Link:'. An 'Edit Survey Links' button is present. The 'Student List' section has a note: 'The Student List page gives you information on every student that has survey codes assigned (two per student), including whether the survey has been taken yet. Once you have activated the survey for your district you can also download the list from this page.'

#### Screenshot - Required District – After Survey Activation

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

Exit to Portal
Admins ▾ Home Students Preview ▾ Reports ▾

leahylm
School Year: 2016-2017 | Ashland School District - 0170 | REQUIRED Collection Year

### Survey Collection Status

District Setup → 
 Survey Open → 
 Survey Closed

### Response Summary

<b>Total Students:</b>	0
<b>Required Responses:</b>	0
<b>Responses Submitted (Unique Students):</b>	1
<b>Accessed Surveys:</b>	4
<b>Response Rate Met?</b>	No

### Survey Status

<b>Submitted (Total):</b>	1
<b>Started Count:</b>	3
<b>Declined Count:</b>	0
<b>Unused Count:</b>	228

<i>Language</i>	<i>Submitted</i>	<i>Declined</i>
English	1	0
Spanish	0	0

### Survey Contacts

	Primary?	Contact Name	Email	Contact Phone	Contact Note	
<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	Test Testing	test@dpi.wi.gov			<input type="button" value="Delete"/>

### Survey Links

DPI Survey Link: <https://uaapps4.dpi.wi.gov/pisurvey>

District Provided Preschool Link:

District Provided School Age Link:

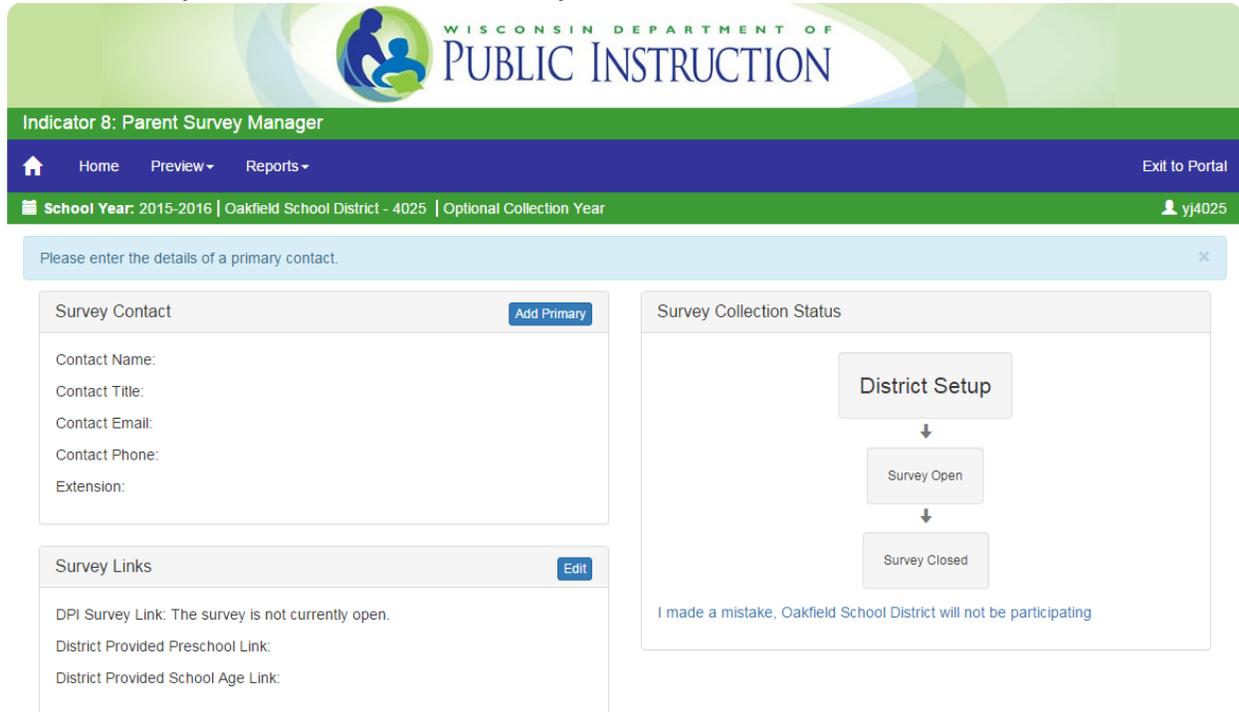
Edit Survey Links

### Student List

The [Student List](#) page gives you information on every student that has survey codes assigned (two per student), including whether the survey has been taken yet. Once you have activated the survey for your district you can also download the list from this page.

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### Screenshot - Optional District – Prior to Survey Activation



The screenshot shows the 'Indicator 8: Parent Survey Manager' interface. At the top, there is a header with the Wisconsin Department of Public Instruction logo and the text 'Indicator 8: Parent Survey Manager'. Below this is a navigation bar with 'Home', 'Preview', and 'Reports' menus, and an 'Exit to Portal' link. A secondary bar shows the current context: 'School Year: 2015-2016 | Oakfield School District - 4025 | Optional Collection Year' and a user profile 'yj4025'.

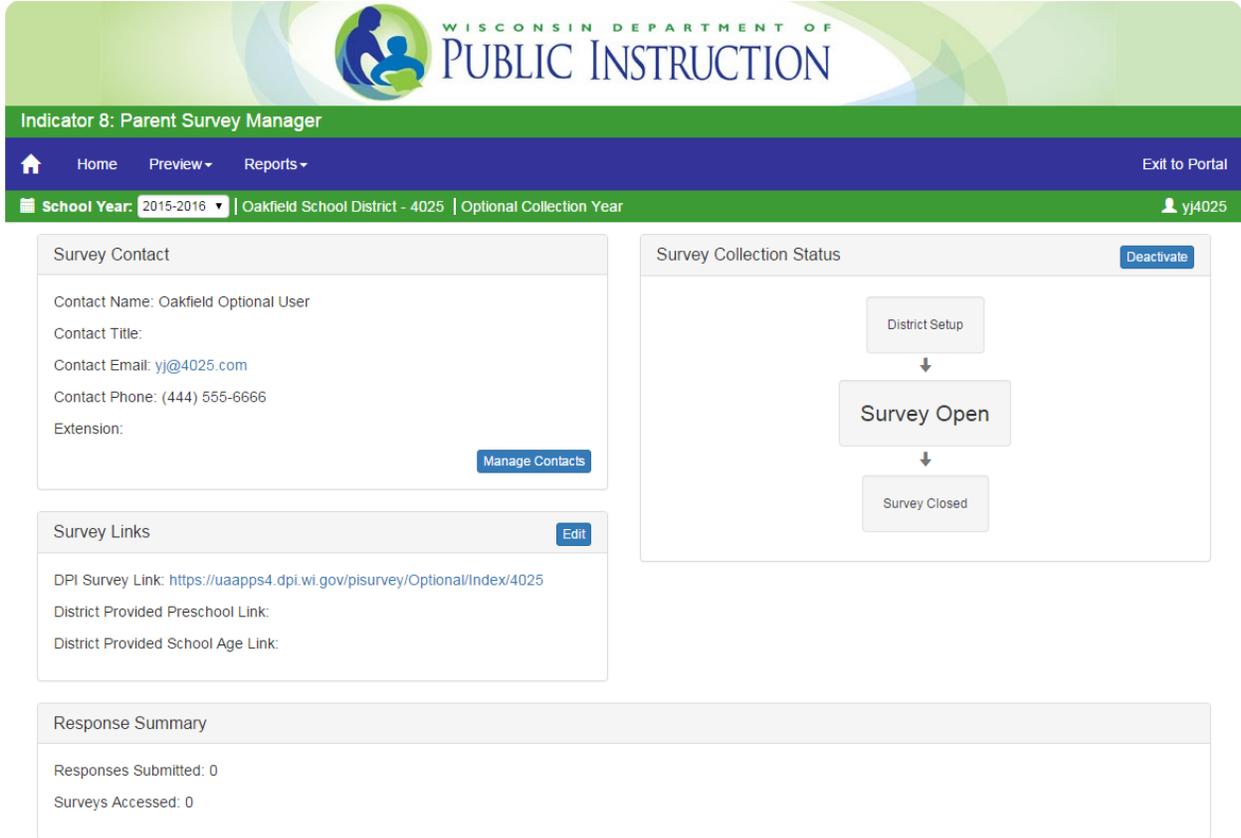
A light blue notification box at the top of the main content area reads: 'Please enter the details of a primary contact.' Below this are two main panels:

- Survey Contact:** A form with fields for 'Contact Name:', 'Contact Title:', 'Contact Email:', 'Contact Phone:', and 'Extension:'. An 'Add Primary' button is located in the top right corner of this panel.
- Survey Links:** A panel with an 'Edit' button in the top right corner. It contains three text links:
  - DPI Survey Link: The survey is not currently open.
  - District Provided Preschool Link:
  - District Provided School Age Link:

To the right of these panels is a 'Survey Collection Status' section. It features a vertical flowchart with three boxes: 'District Setup', 'Survey Open', and 'Survey Closed', connected by downward-pointing arrows. Below the flowchart, a blue message states: 'I made a mistake, Oakfield School District will not be participating'.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### Screenshot - Optional District – After Survey Activation



The screenshot displays the 'Indicator 8: Parent Survey Manager' interface. At the top, there is a navigation bar with 'Home', 'Preview', and 'Reports' menus, and an 'Exit to Portal' link. Below this, a status bar shows the 'School Year' as 2015-2016, the district as 'Oakfield School District - 4025', and the collection year as 'Optional Collection Year'. The user is identified as 'yj4025'.

The main content area is divided into several sections:

- Survey Contact:** Displays contact information for 'Oakfield Optional User'. Fields include Contact Name, Contact Title, Contact Email (yj@4025.com), Contact Phone ((444) 555-6666), and Extension. A 'Manage Contacts' button is located at the bottom right of this section.
- Survey Links:** Contains three links: 'DPI Survey Link' (https://uaapps4.dpi.wi.gov/pisurvey/Optional/Index/4025), 'District Provided Preschool Link', and 'District Provided School Age Link'. An 'Edit' button is at the top right.
- Survey Collection Status:** A flowchart showing the survey lifecycle: 'District Setup' leads to 'Survey Open', which leads to 'Survey Closed'. A 'Deactivate' button is at the top right of this section.
- Response Summary:** Shows 'Responses Submitted: 0' and 'Surveys Accessed: 0'.

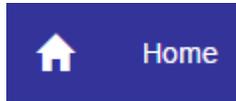
## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 3.1. Menu bar

The following describes the items that are available in the menu bar.



#### 3.1.1. Home icon and Home menu



You can navigate back to the Home Page at any time by selecting either the Home icon or Home menu item from the blue menu bar.

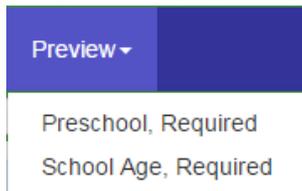
#### 3.1.2. Students

Selecting the 'Students' option from the menu will take you to the Student List page. This menu item only appears for districts that are required to conduct the survey in the indicated year.

The 'Student List' link is also available in the Student List section of the Home Page for required districts.

See [section 7](#) for more details.

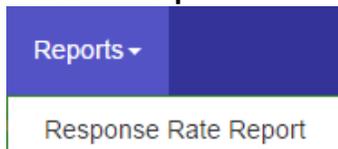
#### 3.1.3. Preview menu



The Preview menu contains links to the Online Survey Preview page for both the Preschool and School Age survey. Users can also preview the paper survey from this page.

See [section 8](#) for more details.

#### 3.1.4. Reports menu



When the survey window is open, the Reports menu will only contain a link to the statewide Response Rate Reports. Once the survey window is closed, it will also contain a link to the Parent Comments.

See [section 9](#) for more details.

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### 3.1.5. Exit to Portal

If you would like to go back to the Special Education Web Portal at any time, choose this link from the menu. It is located at the far right hand side of the menu.

### 3.1.6. School Year

This represents the School Year of when you are or have conducted the survey. This is typically your self-assessment year.

This is static text in the first year you conduct the survey. When you have conducted the survey in at least two school years, you will be able to change the selected school year to access your Response Rate Results and Parent Comments for a prior year if needed.

### 3.1.7. District Name and Number

This indicates the district you are currently working in. If you need to complete this collection for multiple districts in the same year, be sure you are providing information for the correct district.

### 3.1.8. Collection Year Indicator

This indicates whether your district must conduct the survey (REQUIRED Collection Year) or whether your district chose to conduct the survey (Optional Collection Year).

### 3.1.9. Person icon and Login ID

This is the login ID of the person that is currently logged in. This ID will be used to track who is creating and modifying records in the system.

## 3.2. Survey Contact section

Each LEA must provide the contact information for a primary district contact before the district can activate the survey for their parents. This information will be used by DPI to contact you regarding the survey. Once the primary contact has been added, you can also add additional contacts through the Manage Contacts button.

The contact details shown in the Survey Contact section of the home page will always be those of the primary contact.

Survey Contacts
▲

+ Add Contact

	Primary?	Contact Name	Email	Contact Phone	Contact Note	
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	test	<a href="mailto:test@dpi.com">test@dpi.com</a>			<a href="#">Delete</a>

Survey Links
▲

DPI Survey Link: The survey is not currently open.

District Provided Preschool Link:

District Provided School Age Link:

[Edit Survey Links](#)

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 3.2.1. Blue Message Bar

The blue message bar stating: ‘Please enter the details of a primary contact.’ will appear on the home page every time you enter the application until primary contact information is entered.

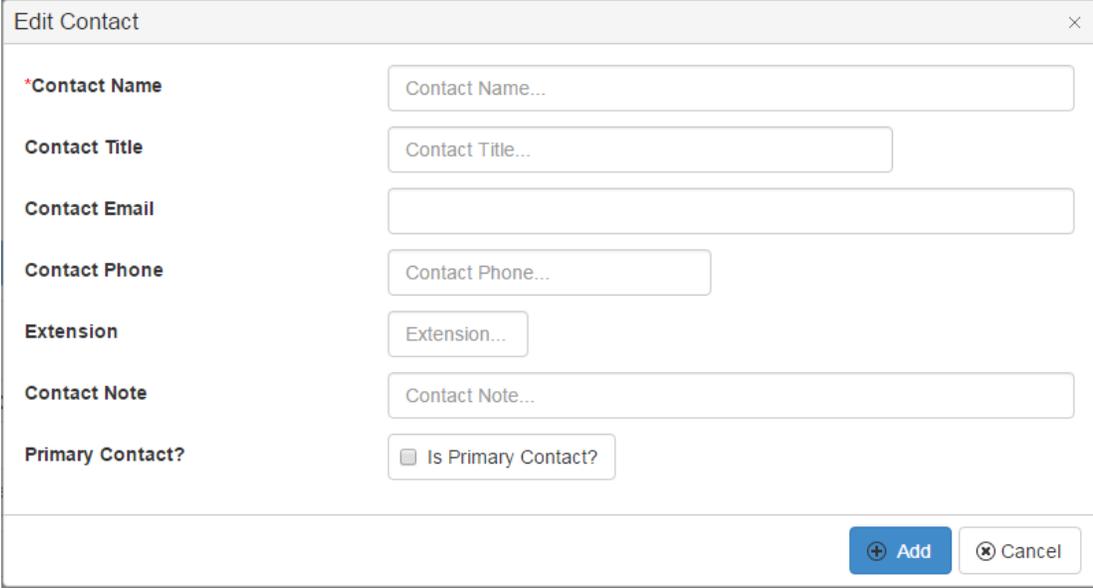
### 3.2.2. Add Primary

Enter the contact information for the Primary Contact. Contact name and email address are required fields.

Select the “Is Primary Contact” checkbox.

Review the information, correct it if necessary and select the Add button.

Note: The Contact Phone must be entered as ten digits. Do not include separators such as parentheses, hyphens or dashes.



The screenshot shows a window titled "Edit Contact" with a close button (X) in the top right corner. The form contains the following fields:

- \*Contact Name**: A text input field with placeholder text "Contact Name..."
- Contact Title**: A text input field with placeholder text "Contact Title..."
- Contact Email**: A text input field with placeholder text "Contact Email..."
- Contact Phone**: A text input field with placeholder text "Contact Phone..."
- Extension**: A text input field with placeholder text "Extension..."
- Contact Note**: A text input field with placeholder text "Contact Note..."
- Primary Contact?**: A checkbox labeled "Is Primary Contact?"

At the bottom right of the form, there are two buttons: a blue button with a plus sign and the text "Add", and a white button with an X icon and the text "Cancel".

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### 3.2.3. Manage Contacts

After the Primary Contact has been added, you can access the Manage Contacts page from the Survey Contact section of the home page to add more contacts, view all contacts and change who the primary contact is.

Further information on the functionality of the Contacts page is in [section 6](#).

Survey Contacts						
<input type="button" value="⊕ Add Contact"/>						
	Primary?	Contact Name	Email	Contact Phone	Contact Note	
<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	test	test@dpi.com			<input type="button" value="Delete"/>

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 3.3. Survey Collection Status section

This section of the home page indicates if your district has activated the survey yet and if the survey window has closed.

#### 3.3.1. District Setup – Required District

When you first enter the application the survey collection status will be set to 'District Setup' and the Activate button will not appear in the title bar of the Survey Collection Status section until you enter a Primary Contact, as displayed below:

**Survey Collection Status**

District Setup → 
 Survey Open → 
 Survey Closed

Please review the [13 student\(s\)](#) that were populated from the October 1 Child Count prior to activating your district via the [Student List](#) page.

Once the district adds a primary contact, the Activate button appears in the title bar of Survey Collection Status section, as shown below:

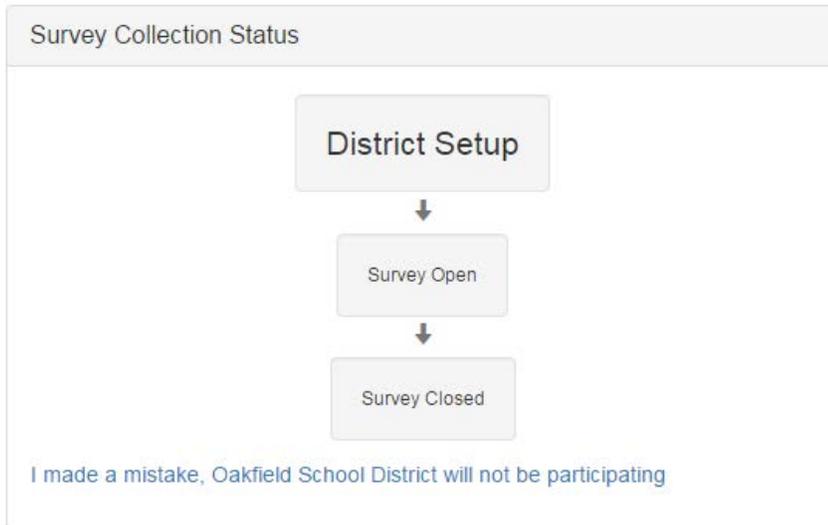
**Survey Collection Status** Activate

District Setup → 
 Survey Open → 
 Survey Closed

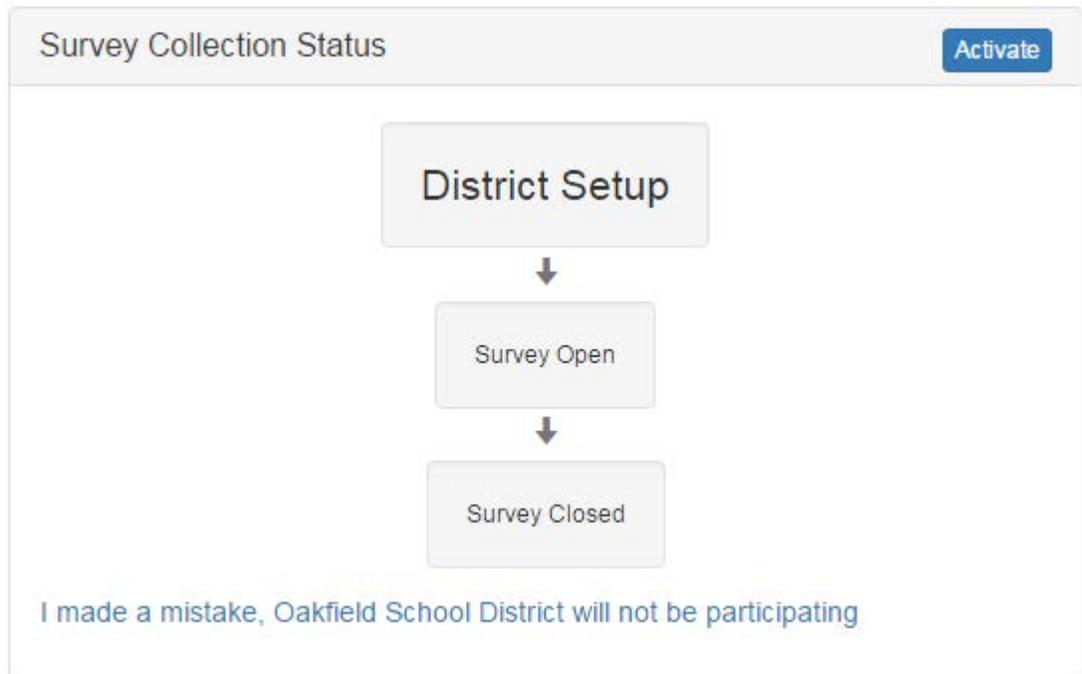
Please review the [13 student\(s\)](#) that were populated from the October 1 Child Count prior to activating your district via the [Student List](#) page.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 3.3.2. District Setup – Optional District - **This Option Not Available** This option is no longer available.



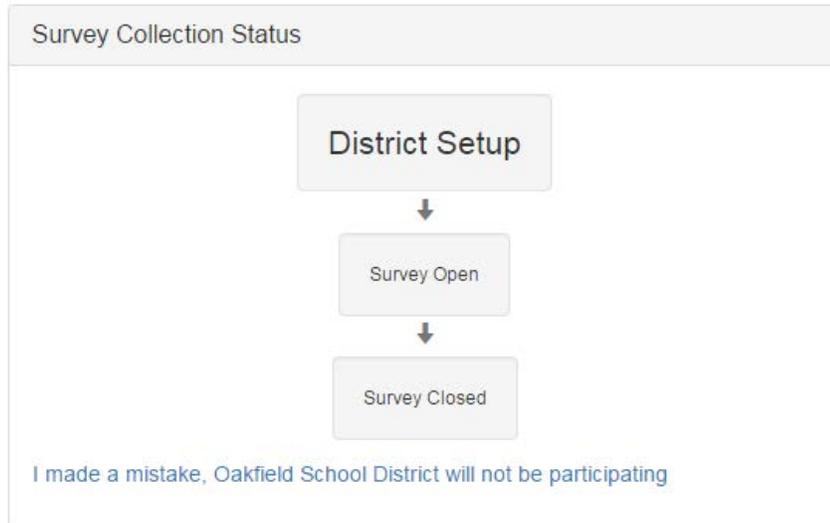
Once the district adds a primary contact, the Activate button appears in the title bar of Survey Collection Status section, as shown below:



## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 3.3.3. Opt Out – Optional Districts only - **Not Available**

This option is no longer available.



The following pop up will appear

**Opt Out** ✕

---

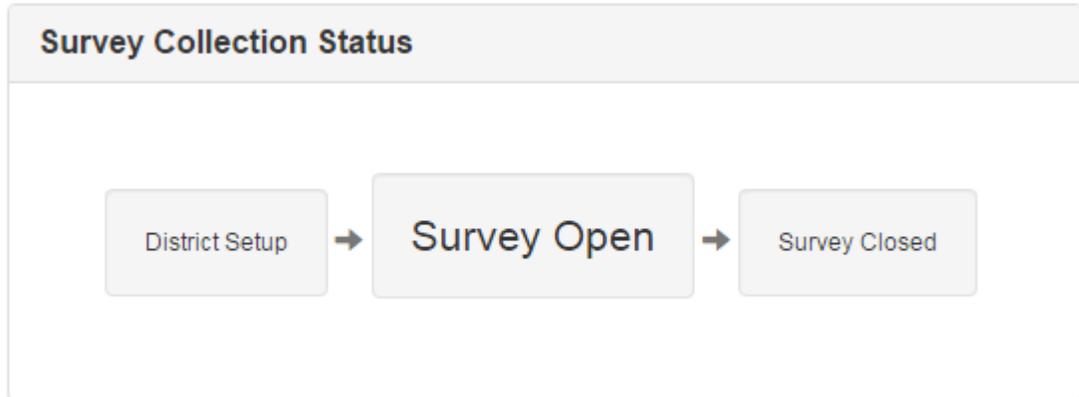
Would Oakfield School District like to opt out of participation in the 2015-2016 Parent Survey?

---

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

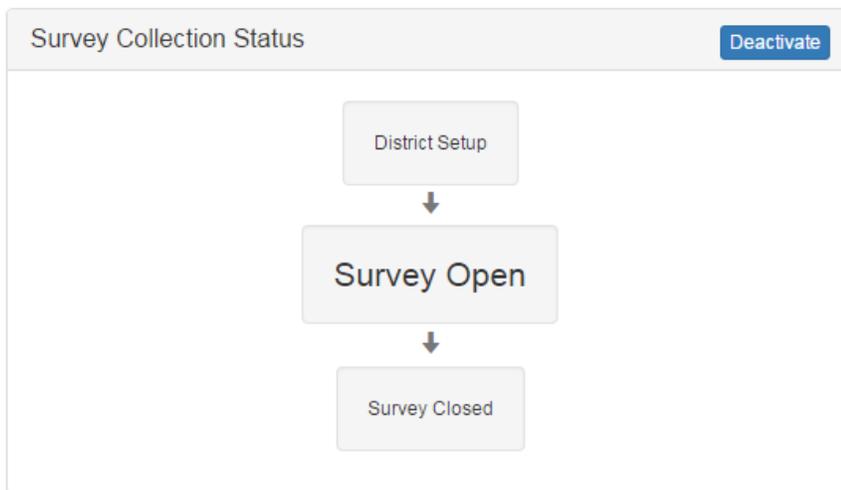
### 3.3.4. Survey Open – Required District

Once the district has activated for the year, the status of this section changes to Survey Open, as shown below:



### 3.3.5. Survey Open – Optional District - **Not Available**

This option is no longer available.





## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 3.3.6. Deactivate – Optional Districts - Not Available This option is no longer available.

### Deactivate x

---

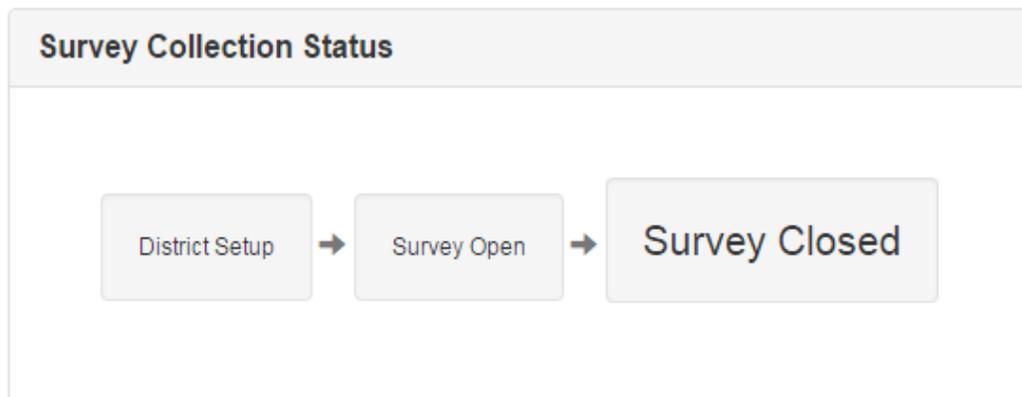
Would Oakfield School District like to deactivate the 2015-2016 Parent Survey?

---

Clicking the “Yes, close it” button will revert the district back to the ‘District Setup’ option, where the ‘I made a mistake...’ link can be selected to opt out of the survey.

### 3.3.7. Survey Closed

At the end of the survey window, DPI will close the survey window and the status for all districts (required and optional) will change to Survey Closed, as shown below



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### 3.4. Survey Links

Once you have activated the survey, the DPI survey link will be provided.

If your LEA is required to conduct the survey, the link is: <http://sped.dpi.wi.gov/pisurvey>. Parents must log in with the Usernames and Passwords available on the Student List page.

If your LEA has chosen to conduct the survey and you have activated the survey, the DPI Survey Link appears and is customized to your district.

While it is recommended to enter district provided survey links prior to activating the survey, you can add or edit them at any time. The district provided links display to your parents after they decline or submit the DPI survey.

The example below is for a required district:

Survey Links	
DPI Survey Link:	<a href="https://uaapps4.dpi.wi.gov/pisurvey">https://uaapps4.dpi.wi.gov/pisurvey</a>
District Provided Preschool Link:	
District Provided School Age Link:	
<a href="#">Edit Survey Links</a>	

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### 3.4.1. Edit Links

While it is recommended to add District Provided survey links prior to activating the survey, they can be entered or edited at any time.

You must enter a full URL beginning with 'http://' in order for the application to accept it.

Survey Links
×

---

**Preschool**

**School Age**

The optional District Provided Survey Links will be displayed to parents after they submit the DPI survey.

If you want all parents to take the same district provided survey (regardless of the age of the student) enter the same link in both the Preschool and School Age fields.

Cancel
Save

### 3.4.2. Display of District Provided Survey Links to parents

The following is how the above URL would be displayed to parents after submitting the DPI parent survey. The district provided survey link also displays after a parent declines to take the DPI survey.


PUBLIC INSTRUCTION

Indicator 8: Parent Involvement Survey - School Age, 2015-2016

Thank you for completing the survey! Your responses have been submitted.

Your district would also like to ask for some additional feedback: <http://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parent-involvement>

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### 3.5. Response Summary

Once the district activates the survey, the Response Summary section of the home page appears.

Display for required districts:

Response Summary		
<b>Total Students:</b>	13	
<b>Required Responses:</b>	6	
<b>Responses Submitted (Unique Students):</b>	0	
<b>Accessed Surveys:</b>	0	
<b>Response Rate Met?</b>	<b>No</b>	
Survey Status		
<b>Submitted (Total):</b>	0	
<b>Started Count:</b>	0	
<b>Declined Count:</b>	0	
<b>Unused Count:</b>	13	
<hr/>		
<b>Language</b>	<b>Submitted</b>	<b>Declined</b>
English	0	0
Spanish	0	0

Display for optional districts:

Response Summary
Responses Submitted: 0
Surveys Accessed: 0

#### 3.5.1. Data Elements – Required Districts

##### Total Students

This is the total number of students that have not been excluded at the time of survey activation. If you add students after survey activation, this figure is not updated.

##### Required Responses

The Survey Manager application calculates each LEA's number of Required Responses based on the total number of students on the Student List page (from the LEA's student enrollment) that have not been excluded at the time the LEA activated the survey.

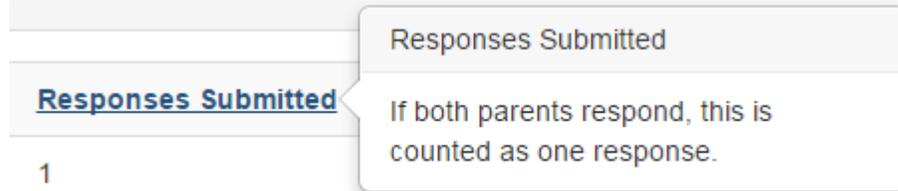
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The Required Responses number is 10% of the required response rate (or 6 responses whichever is greater). Surveys are counted if at least more than 50% of the survey questions are answered.

### Responses Submitted

This is the total number of families that have submitted a survey. Surveys that are Declined do NOT count towards the Responses Submitted figure.

As stated when you hover over the heading of this figure, if both parents respond, only one response is counted here.



### Accessed Surveys

This figure tells you how many surveys have been started, declined or submitted. The count includes both survey codes that are created for each student, if both have been accessed.

You can also click the heading of this figure to see a breakdown by survey status.

### District Details ✕

---

Total Students: 47

Required Responses: 6

Surveys Accessed: 3

Started Count: 0

Declined Count: 1

Submitted Count: 2

---

Close

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### Response Rate Met

This indicates if your district has met the required response rate. A district meets the required response rate when the Responses Submitted is greater than or equal to the Required Responses figure.

A red x appears if you have not yet met the required response rate (as displayed in [section 3.5](#))

A green checkmark appears if you have met the required response rate.

**Response Rate Met**



Districts that do not meet the required response rate must repeat the survey again the following year.

### 3.5.2. Data Elements – Optional Districts - Not Available

Optional districts (districts who are not required to conduct the survey in a given year) are not assigned survey codes and are not required to meet a certain response rate.

### Responses Submitted

The number of surveys that have been submitted to DPI

### Surveys Accessed

The number of surveys that have been started but not submitted. Declined surveys are not included in this count.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 4. Survey Activation Steps

You must perform the following actions in sequence within the application before parents can begin taking the survey. The actions vary slightly depending on whether your district is required to conduct the survey or if your district has chosen to conduct it (opted in).

#### 4.1. Step 1 – Add Primary Contact

Add a primary contact by clicking the ‘Add Primary’ button in the title bar of the Survey Contact section. Detailed instructions can be found in [section 3.2.2](#).

Survey Contacts						
+ Add Contact						
	Primary?	Contact Name	Email	Contact Phone	Contact Note	
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	test2 test	test2test@dpi.wi.gov			<a href="#">Delete</a>

#### 4.2. Step 2 – Review/Update Student List

**This step is not required for districts who have chosen to conduct the survey (opted in).**

Review the students imported from the student list. If any students have become eligible for special education or if students with IEPs have transferred into your district since DPI uploaded the student list, you can add their WISEid (formerly Wisconsin Student Number WSN) to the student list prior to activation.

If any students have left your district since the DPI uploaded the student list, you can Exclude them prior to activation.

A detailed explanation of how the Student List and Survey Codes page functions can be found in [section 7](#).

### Student List and Survey Codes

[+ Add Student](#)

The password is always the four digit district number: 2625

Page 1 of 1 Total Students: 47 Excluded: 0

Student Name	WSN	Birth Date	School	Survey Type	Code 1	Code 2	Status	
AORROUYN, UNQRIH	1649530998	5/7/2003	Hustisford Hi	S	CPE RYW CC2 82V	PBA 8NB BNA D3C	Unused	<a href="#">Details</a> <a href="#">Exclude</a>
ERJIOQEEE, STUEI I	1642813051	10/26/1998	Hustisford Hi	S	DV2 JJT 5D6 XVV	YK6 TL2 QG9 SKJ	Unused	<a href="#">Details</a> <a href="#">Exclude</a>
GONEQEEE, PTONPUO RHO	1649034135	2/1/2003	Hustisford Hi	S	8PC W5J T8W BNC	634 HDX Y2Q PHC	Unused	<a href="#">Details</a> <a href="#">Exclude</a>
GTEJIRR, QUORI RIUOO	1649030754	6/11/2003	Hustisford Hi	S	8HD L3T 4SF ARM	GLK B82 2NR 826	Unused	<a href="#">Details</a> <a href="#">Exclude</a>
ISSRINPEO, UINNOEU STUEI	1640797058	4/28/2000	Hustisford Hi	S	FSC HWU CVK RL5	QGH VDW 9X7 3XS	Unused	<a href="#">Details</a> <a href="#">Exclude</a>

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 4.3. Step 3 (Optional) – Enter District Provided Survey Links

If your district has a separate survey it has written that you would like parents to take after the DPI survey has been submitted, enter the link of the survey into the Survey Links section of the home page. If you would like parents of school age and preschool students to take the same survey, enter the same link into both survey types.

Detailed instructions can be found in [section 3.4](#)

### Survey Links ×

---

**Preschool**

**School Age**

The optional District Provided Survey Links will be displayed to parents after they submit the DPI survey.

If you want all parents to take the same district provided survey (regardless of the age of the student) enter the same link in both the Preschool and School Age fields.

---

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 4.4. Step 4 – Activate

Click the Activate button in the title bar of the Survey Collection Status section of the home page.

Survey Collection Status
Activate

District Setup

↓

Survey Open

↓

Survey Closed

Please review the 47 student(s) that were populated from the October 1 Child Count prior to activating your district via the [Student List](#) page.

Once you click the Activate button, the following pop up will display:

**Activate**
×

---

Would Hustisford School District like to activate the 2015-2016 Parent Survey? Once the survey is activated, parents can begin taking the survey(s).

---

No, don't open it

Yes, open it

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

Once you click the “Yes, open it” button, the Home Page will change to display as follows:

**Indicator 8: Parent Survey Manager**

Home Admins Home Students Preview Reports Exit to Portal

School Year: 2015-2016 | Hustisford School District - 2625 | REQUIRED Collection Year johanya

**Survey Contact**

Contact Name: Hustisford Required User

Contact Title:

Contact Email: [hustisford@requireduser.com](mailto:hustisford@requireduser.com)

Contact Phone: (555) 666-8888

Extension:

[Manage Contacts](#)

**Survey Links** [Edit](#)

DPI Survey Link: <https://uaapps4.dpi.wi.gov/pisurvey>

District Provided Preschool Link:

District Provided School Age Link:

**Survey Collection Status**

District Setup

↓

Survey Open

↓

Survey Closed

**Student List**

The [Student List](#) page gives you information on every student that has survey codes assigned (two per student), including whether the survey has been taken yet. Once you have activated the survey for your district you can also download the list from this page.

**Response Summary**

Total Students	Required Responses	Responses Submitted	Accessed Surveys	Response Rate Met
47	6	0	0	X

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 5. Opt In - Not Available This Cycle

If your district is not required to conduct the survey in a given year, the Required Action column in the

Special Education Web Portal | Logout | Active Agency: 7300 - Wisconsin Dept of Public Instruction | LeAnn Leahy

Administrator Menu

- Application Security Manager (ASM)
- Maintain Portal Settings
- Maintain Applications
- Maintain Years
- Maintain Users
- Search WISEids
- Maintain District Profile

Links

- Legacy Special Education Portal
- Special Education District Profile
- Special Education Web Page
- Department of Public Instruction Web Page

Assistance

- Contact Special Education
- Web Portal Overview

UAT Portal

Early Childhood Applications		Required Actions
Indicator 7: Child Outcomes	?	Continuous Collection

Cyclical and as Required Applications		Required Actions
Indicator 14 Application		Testing Application
RDA: Procedural Compliance Self-Assessment	?	None Due Date: 11/15/2017
Disproportionality: Procedural Compliance Self-Assessment	?	None Due Date: 11/15/2017
Procedural Compliance Self-Assessment Report	?	
Indicator 8: Parent Survey Manager	?	None
Indicator 11: Timely Initial Evaluations	?	None Due Date: 11/15/2016
IEP: Postsecondary Transition Plan (PTP)	?	Continuous Collection

Click the 'None' link to be asked if you would like to opt into the survey.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Indicator 8: Parent Survey Manager

Exit to Portal | yj4025

### Opt In

Would Oakfield School District like to participate in the 2015-2016 Parent Survey? Any information collected for Oakfield School District will **NOT** be included in the data that is reported to the U.S. Department of Education Office of Special Education Programs (OSEP) under Indicator 8: Parent Involvement.

Yes, please opt me in for 2015-2016.

No, I made a mistake coming here

If you did not mean to click this link, choose the “No, I made a mistake coming here” option. If your district has never conducted the survey before, you will be taken back to the Special Education Web Portal. If your district has conducted the survey before, you will be taken to the last year your district completed the survey.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

If your district selects the “Yes, please opt me in and choose the appropriate year, you will be taken to the home page of the Indicator 8: Parent Survey Manager application and can start the activation process – see [section 4](#) for more details.

Indicator 8: Family Engagement Survey

Home Preview ▾ Reports ▾ Resources ▾

School Year: 2018-2019 | Belmont Community School District - 0364 | Optional Collection Year | Change ASM Role LeAnn Leahy ▾

Response Summary ✕

Responses Submitted:	0
Surveys Accessed:	0

🔔 New for 2018-2019: Surveys with fewer than 12 questions answered will not be counted toward the district's response rate requirement. ✕

Survey Collection Status
Deactivate

District Setup

→

Survey Open

→

Survey Closed

**DPI Survey Link:** <http://uaapps4.dpi.wi.gov/pisurvey/Optional/Index/036>

**District Provided  
Preschool Link:**

**District Provided  
School Age Link:**

Edit Survey Links

Survey Contacts ✕

✕ Add Contact

Primary?	Contact Name	Email	Telephone	Contact Note

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 6. Contacts

Once a primary contact has been added, you can access the Contacts page by clicking the Manage Contacts button in the Survey Contact section of the home page.



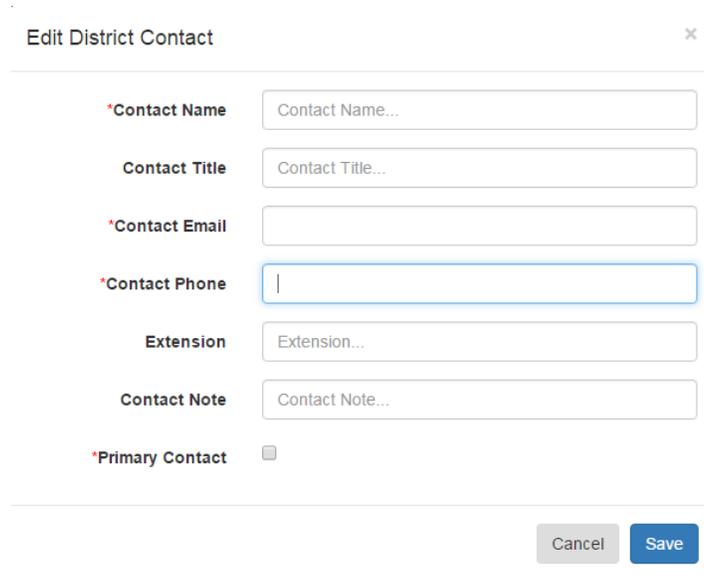
#### Contacts

Primary	Name	Title	Email	Phone	Extension	Note	
Yes	Hustisford Required User		hustisford@requireduser.com	(555) 666-8888			<a href="#">Add</a> <a href="#">Edit</a>
No	Second User	Special Education Secretary	second@hustisford.user	(555) 777-8888	222		<a href="#">Delete</a> <a href="#">Edit</a>

#### 6.1. Add button

You can add multiple contacts at any time during the survey window. If you would like to designate the contact you are adding as the primary contact, select the Primary Contact checkbox prior to selecting the Save button.

Note: The Contact Phone must be entered as ten digits. Do not include separators such as parentheses, hyphens or dashes.



Edit District Contact ×

\*Contact Name

Contact Title

\*Contact Email

\*Contact Phone

Extension

Contact Note

\*Primary Contact

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 6.2. Edit button

See the Add contact section. If you are editing the primary contact, the 'Primary Contact' checkbox will not be included.

### 6.3. Delete button

The Delete button only appears on contacts that are not the primary contact, so that you always have one contact that is the primary.

When you click the Delete button, the application will prompt you to make sure you are deleting the correct contact:

x

**Are you sure you want to delete this district contact?**

---

<b>Contact Name</b>	Second User
<b>Contact Title</b>	
<b>Contact Email</b>	<a href="mailto:contact@hustisford.com">contact@hustisford.com</a>
<b>Contact Phone</b>	4445556666
<b>Extension</b>	
<b>Contact Note</b>	
<b>Primary Contact</b>	<input type="checkbox"/>

---

No
Yes

Click Yes to delete the contact. Click No to return to the Contacts page.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7. Student List and Survey Codes

This page can be accessed by clicking the Students option in the menu bar, or choosing the Student List link in the Student List section of the home page. During the activation process, it can also be accessed by clicking the Student List link in the Survey Collection Status section of the home page.

This section only applies to districts that are required to conduct the survey.

The list of students is imported into the survey management system by DPI approximately two weeks prior to the survey opening.

Parentally placed private students are not included in the import and neither are students who will be 18 or older as of the day DPI uploads the student list.

Indicator 8: Parent Survey Manager

Home Students Preview Reports Exit to Portal

School Year: 2015-2016 | Hustisford School District - 2625 | REQUIRED Collection Year yj2625

### Student List and Survey Codes

+ Add Student
Download

The password is always the four digit district number: 2625

Last Name	First Name	WSN	School	Survey Type	Status
<input type="text" value="Last Name..."/>	<input type="text" value="First Name..."/>	<input type="text" value="WSN..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

Page 1 of 1 Total Students: 48 Excluded: 0

Student Name	WSN	Birth Date	School	Survey Type	Code 1	Code 2	Status
AORROUYN, UNQRIH	1649530998	5/7/2003	Hustisford Hi	S	CPE RYW CC2 82V	PBA 8NB BNA D3C	Submitted <span style="float: right;"><a href="#">Details</a></span>
ERJIOQEEE, STUEI I	1642813051	10/26/1998	Hustisford Hi	S	DV2 JJT 5D6 XVV	YK6 TL2 QG9 SKJ	Unused <span style="float: right;"><a href="#">Details</a></span>
GONEQEEE, PTONPUO RHOO	1649034135	2/1/2003	Hustisford Hi	S	8PC W5J T8W BNC	634 HDX Y2Q PHC	Unused <span style="float: right;"><a href="#">Details</a></span>
GTEJIRR, QUORI RIUOO	1649030754	6/11/2003	Hustisford Hi	S	8HD L3T 4SF ARM	GLK B82 2NR 826	Unused <span style="float: right;"><a href="#">Details</a></span>
ISSRINPEO, UINNOEU STUEI	1640797058	4/28/2000	Hustisford Hi	S	FSC HWU CVK RL5	QGH VDW 9X7 3XS	Unused <span style="float: right;"><a href="#">Details</a></span>
ITNPUJ, OUPQUO URRIO	1642176679	12/14/1998	Hustisford Hi	S	PDW 3QU EM4 TJP	RZ3 2X3 XQZ 5P3	Unused <span style="float: right;"><a href="#">Details</a></span>
IEGTTIPI IRO IIGIPI	1640318837	6/24/2000	Hustisford Hi	S	I 7Y FA I 8AP 87Y	8AC V5D SWR 8HG	Unused <span style="float: right;"><a href="#">Details</a></span>

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.1. Sorting and Paging

You can sort by any field in the table of students by clicking the name of the heading. Clicking the column once will sort A-Z and clicking the column name again will sort Z-A.

The default sort for the page is by School then by Student Name.

50 students display per page.

Example of sorting by student name:

Page 1 of 1 Total Students: 48 Excluded: 0

Student Name	WSN	Birth Date	School	Survey Type	Code 1	Code 2	Status
AORROUYN, UNQRIH	1649530998	5/7/2003	Hustisford Hi	S	CPE RYW CC2 82V	PBA 8NB BNA D3C	Submitted <a href="#">Details</a>
EEELNEO, YUPPQIA PQEYUN	1648809455	6/21/2004	John Hustis EI	S	WV9 8X5 GA8 HGN	2Y2 2BU QSP RE2	Unused <a href="#">Details</a>
ERJIOQEEE, STUEI I	1642813051	10/26/1998	Hustisford Hi	S	DV2 JJT 5D6 XVV	YK6 TL2 QG9 SKJ	Unused <a href="#">Details</a>
ETOYYOOSN, ZIHPEO IJAUTJ	1621074152	3/24/2011	John Hustis EI	P	3ZH 6JV K6W MY2	FJ3 J8A JL4 6VN	Unused <a href="#">Details</a>
ETUOI, NITIOOPH YUTOI	1624973352	3/8/2008	John Hustis EI	S	X93 57Y AFQ GF8	VK2 L8K 2NA AV2	Unused <a href="#">Details</a>
GHLEANLO, UOJIO TEGITP OIOR	1627495435	3/6/2008	John Hustis EI	S	3FT NG4 86D 5HK	3P8 7MS K9D 4WW	Unused <a href="#">Details</a>
GHI FANLO, HROFOU TAPO	1622917466	12/26/2006	John Hustis EI	S	IRN SEQ MWM	FW9 WH1 A7R PSS	Unused <a href="#">Details</a>

### 7.2. Filtering

#### 7.2.1. Fields

You can filter or search the list by the following fields:

- Student Last Name
- Student First Name
- WISEid
- School (dropdown)
- Survey Type (dropdown – School Age or Preschool)
- Status (combined status of surveys for a student)

#### 7.2.2. Partial Information Entry

You can enter partial information in the Name fields to just bring back a portion of students

Last Name: 
 First Name: 
 WSN: 
 School: 
 Survey Type: 
 Status:

[Reset](#) [Search](#)

Page 1 of 1 (2 Students Found) Total Students: 48 Excluded: 0

Student Name	WSN	Birth Date	School	Survey Type	Code 1	Code 2	Status
ZIZROONLO, GTUJIO RAEUN	1643046976	6/20/2004	John Hustis EI	S	ZLG GPQ 6VM 9R4	S8M 5ST QY8 CFM	Unused <a href="#">Details</a>
ZIZROONLO, UANPOO TIJ	1624843506	4/26/2007	John Hustis EI	S	6XD 2QW 95E V4X	RFX JMK N55 KV7	Unused <a href="#">Details</a>

Page 1 of 1 (2 Students Found) Total Students: 48 Excluded: 0

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.2.3. Reset

Once the list is filtered or sorted, click the 'Reset' button to revert back to showing all students by the default sort.

The button is located on the far right of the page, underneath the Status filter dropdown.

### 7.2.4. WISEid Search

Searching by a valid WISEid that exists in the list will always bring back one result.

Page 1 of 1 (1 Student Found)

Total Students: 48 Excluded: 0

Student Name	WSN	Birth Date	School	Survey Type	Code 1	Code 2	Status
GIONE, GTUJRIH NPIHIO	1622552187	8/23/2007	John Hustis El S		9YX HZP VLX H8Q	WCQ T5N G67 LDS	Unused <a href="#">Details</a>

Page 1 of 1 (1 Student Found)

Total Students: 48 Excluded: 0

### 7.2.5. No Results Found

The following displays if zero results are found:

(0 Students Found)

Total Students: 48 Excluded: 0

Student Name	WSN	Birth Date	School	Survey Type	Code 1	Code 2	Status
--------------	-----	------------	--------	-------------	--------	--------	--------

(0 Students Found)

Total Students: 48 Excluded: 0

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.3. Survey Status

The following status codes may be displayed on the Student List page:

- Unused – This means that consent has not yet been given and the survey has not yet been declined.
- Started – This means that consent has been given, but the parent has not yet submitted the survey.
- Submitted – This means that consent has been given and the survey has been submitted.
- Declined – This means that consent has not been given and the survey has been declined by a parent.
- Excluded – This means that the district excluded the student from the survey prior to survey activation. These students are not included in Student List spreadsheet that can be downloaded for letter or email merging purposes.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.4. Add Student

If a student has recently become a student with an IEP or a student with an IEP has transferred to your district, you can manually add the student by adding their WISEid and providing a disability for the student.

Students can be added at any point during the survey window, however if you know a student has become eligible to take the survey at the start of the survey window, the student should be added prior to activating the survey.

Add Student

WISE ID

WISE ID will be successfully verified when:

- The student associated with the WISE ID is currently enrolled at a school in your LEA in WISEdata;
- The student is aged 17 or younger as of 2/1/2017; and
- The student has not already been added to the list.

Cancel

Verify

Enter the student's WISEid and click the Verify button.

Students that do not meet the criteria on the page cannot be added to the student list and therefore the parents cannot take the survey.

WISEid will be successfully verified when:

- The student associated with the WISEid is currently enrolled at a school in your LEA in WISEdata;
- The student is aged 17 or younger as of the start of the survey window (February 15); and
- The student has not already been added to the list.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.4.1. Review Student Information

Once the WISEid has been verified, you will be prompted to review the student’s information and provide a disability category.

<b>WSN</b>	1622511265
<b>First Name</b>	NEEOU
<b>Middle Name</b>	IROJUGIPQ
<b>Last Name</b>	JATUANLO
<b>Suffix</b>	
<b>Birth Date</b>	07/23/2007
<b>Age as of 9/1/2015</b>	8
<b>Current Age</b>	8
<b>Survey Type</b>	School Age
<b>Race Reporting Category</b>	W - White
<b>*Disability</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;">▼</div> <ul style="list-style-type: none"> <li>A - Autism</li> <li>DB - Deaf-Blind</li> <li>EBD - Emotional Behavioral Disability</li> <li>H - Hearing Impairment</li> <li>ID - Intellectual Disability</li> <li>LD - Specific Learning Disability</li> <li>OHI - Other Health Impairment</li> <li>OI - Orthopedic Impairment</li> <li>SDD - Significant Developmental Delay</li> <li>SL - Speech or Language Impairment</li> <li>TBI - Traumatic Brain Injury</li> <li>V - Visual Impairment</li> </ul> </div>

Review the student information, choose a disability and click Save. Two survey codes will be assigned for the student.

The Age as of 9/1 in the current school year is displayed and is used to determine if the student should be assigned the Preschool or School Age survey type. The survey type that will be assigned is also displayed on the page.

### 7.4.2. Error Messages

- WISEid could not be verified – This message appears if the student has not already been added to the list and is either not associated with your district in WISEdata or the student is 18 or older as of the day DPI uploaded the student list into the survey management system.
  - If the student recently transferred into your district, speak with the district WISEdata Coordinator to ensure that the WISEid has been received from the previous districts or created if the student hasn’t been enrolled in a Wisconsin public school before.
- Duplicate WISEids are not allowed – This WISEid already exists in the Student List.
- The Disability field is required – A disability must be provided on the second page of the Add Student process in order to save the student and generate survey codes.

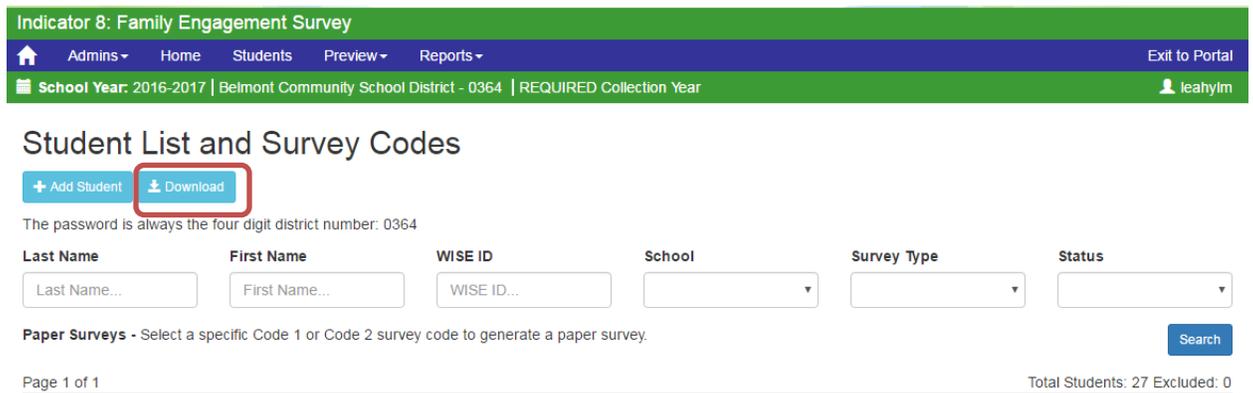
## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.5. Download Student List

Once you have activated the survey, the Download button will appear on the Student List and Survey Codes page. You can merge this list with parent information from your local systems or if you have a small number of students you can manually enter the parent information into the downloaded spreadsheet.

Once parent information has been added you can merge the spreadsheet with the [form letter](#) that is available on the Indicator 8 webpage to send parents their survey codes (usernames and passwords).

Students you excluded from the survey prior to survey activation are not included in the downloaded Student List.



#### 7.5.1. Data Elements

The following data elements are included in the spreadsheet.

Field	Description
Date	Blank on download. Fill this in with the date of your mailing.
First Name	Blank on download. Fill this in with the parent's first name.
Last Name	Blank on download. Fill this in with the parent's last name.
Mail Line 1	Blank on download. Fill this in with the first line of the parent's mailing address.
Mail Line 2	Blank on download. Fill this in with the second line of the parent's mailing address.
Mail Line 3	Blank on download. Fill this in with the third line of the parent's mailing address, if needed.
Student First Name	Downloaded from the Survey Manager.
Student Last Name	Downloaded from the Survey Manager.
Birth Date	Downloaded from the Survey Manager.
District Name	The LEA/district name.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

Field	Description
School Name	If the source is LEA, the school will be set to the school the student was enrolled at in WLS at the time the student was added to the Survey Manager
School Phone	Blank on download. Fill this in if you want to include a school or district phone number on the mailing to parents.
WSPEI Phone	This is the WSPEI phone number of the contact in your CESA. If you would like to have WSPEI staff contact parents to take the survey, you can include this number on the letter.
FACETS Phone	FACETS phone number
Community Phone	Blank on download. For optional use.
Tribal Phone	Blank on download. For optional use.
Username1	This is the first survey code that was assigned to this student.
Username2	This is the second survey code that was assigned to this student.
Password	The password is always the four digit LEA number for all Usernames generated for the district.
Director Name	The name of the Director of Special Education / Pupil Services as pulled from the Special Education Leadership Directory ( <a href="https://sped.dpi.wi.gov/LeadershipDirectory">https://sped.dpi.wi.gov/LeadershipDirectory</a> )
Title	Blank on download. This field can be used to print the title of the Director of Special Education / Pupil Services in the mailing to parents
Survey Type	<p>S – School Age P – Preschool</p> <p>The type of survey assigned to a student is determined based on the student’s age on the day DPI uploaded the student list into the survey management system.</p>
WISEid	The student’s unique identification number. This field can be used to merge in parent information from your local student information system.
Source	<p>The source of the student’s information.</p> <ul style="list-style-type: none"> <li>Final Child Count – DPI imported this student from the Final Child Count for the school year.</li> <li>In Progress Child Count – DPI imported this student from the In Progress Child Count for the school year.</li> <li>LEA – the LEA added this student to the Survey Manager application through the Add Student functionality.</li> </ul>

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

Field	Description
Status1	The status of the survey code in Username1. See <a href="#">section 7.3</a> for details
Status2	The status of the survey code in Username2. See <a href="#">section 7.3</a> for details
Status Combined	<p>The Status Combined field is used to determine whether you need to follow up with a family or not. If your LEA/district has not yet met the required response rate, follow up is required for Status Combined of Started or Unused.</p> <p>The Status Combined of Submitted is counted towards meeting the required response rate.</p>

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.6. Generate a Paper Survey

If you need to generate a paper survey to send to a parent, click the Code 1 hyperlink for that student in the Student List table, as shown below. If the Code 1 survey has been taken by the first parent, click on the Code 2 hyperlink to generate a survey for that second parent.

Paper surveys cannot be generated for codes that have been Submitted or Declined.

Page 1 of 1 Total Students: 48 Excluded: 0

Student Name	WSN	Birth Date	School	Survey Type	Code 1	Code 2	Status
AORROUYN, UNQRIH	1649530998	5/7/2003	Hustisford Hi	S	CPE RYW CC2 82V	PBA 8NB BNA D3C	Submitted <a href="#">Details</a>
ERJIOEEEE, STUEI I	1642813051	10/26/1998	Hustisford Hi	S	DV2 JJT 5D6 XVV	YK6 TL2 QG9 SKJ	Unused <a href="#">Details</a>
GONEQEEE, PTONPUO RHOO	1649034135	2/1/2003	Hustisford Hi	S	<span style="border: 2px solid red; padding: 2px;">8PC W5J T8W BNC</span>	634 HDX Y2Q PHC	Unused <a href="#">Details</a>

The following page will appear once a code is selected: **Student Survey**

**Student Name** GONEQEEE, PTONPUO RHOO  
**Survey Code** 8PC W5J T8W BNC  
**Language**

Choose the language you need and then click the Generate PDF button. The default file name of the PDF that is generated will be the student’s last name followed by the student’s first name. GONEQEEE, PTONPUO RHOO.pdf

In addition, the Survey Code and the District (password) is pre-populated at the bottom of every page on the survey. You can generate a PDF as many times as required as long as the survey code has not been used yet (Submitted or Declined).

### Bulk Download Paper Surveys - Click Generate All Surveys As PDF button.

As the file is being generated, please note it may take up to 30 minutes or more for the download to complete, depending on the size of the download. When complete, the download all surveys button will appear. Click to download all paper surveys in bulk.

**Indicator 8: Family Engagement Survey**

Admins Home Students Preview Reports Resources Change District

School Year: 2019-2020 | Janesville School District - 2695 | REQUIRED Collection Year | Change ASM Role Michael Fuller

File Being Generated. This may take some time. Check back later for completion. ✕

### Student List and Survey Codes

- Data Source is as of January 29, 2020
- The password is always the four digit district number: 2695
- For a paper survey, select a specific Code 1 or Code 2 from the list below.

[+ Add Student](#)
[Download](#)
[Generate All Surveys As PDF](#)

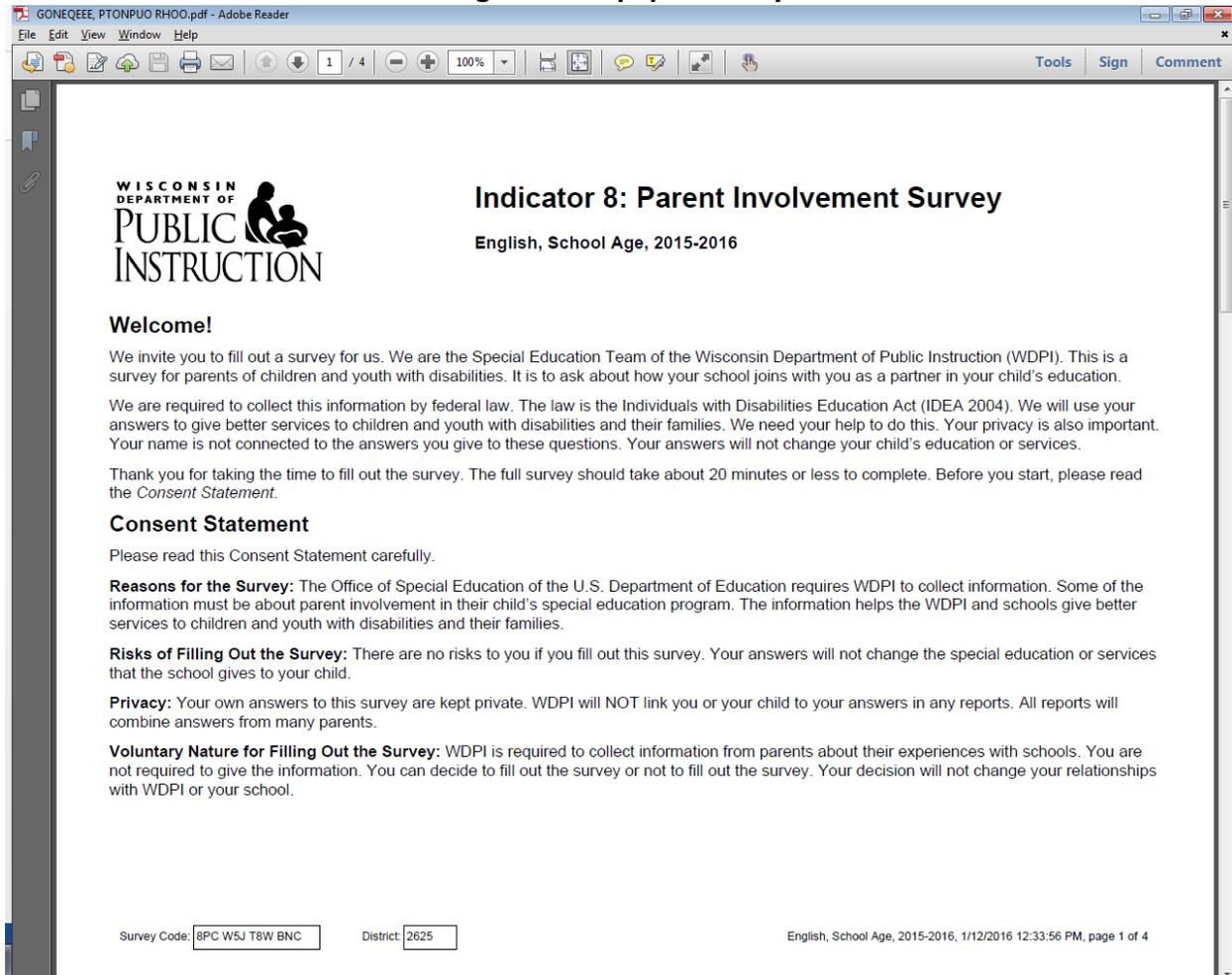
Last Name	First Name	WISE ID	School	Survey Type	Status
<input type="text" value="Last Name..."/>	<input type="text" value="First Name..."/>	<input type="text" value="WISE ID..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 1 of 23 [Next](#) | [Last](#) Total Students: 1146 Excluded: 0

Student Name	WISE ID	Birth Date	School	Survey Type	Code 1	Code 2	Status
ALLEN, MAKELIA	1026195683	6/12/2010	Adams El	S	Q3J ZFB NXR AJF	KRB KAW U5J MFM	Unused <a href="#">Details</a> <a href="#">Exclude</a>
ARMS, ZEKE CHARLES	8211846476	3/1/2012	Adams El	S	KFU 2KU KV8 WQM	2Q8 THB BFA WX5	Unused <a href="#">Details</a> <a href="#">Exclude</a>
BLACK II, ROBERT J	2847186568	10/14/2013	Adams El	S	GN5 WDD STY 6YQ	PCQ BVQ 67T NYA	Unused <a href="#">Details</a> <a href="#">Exclude</a>
BLAZIER, ASHUR DOUGLAS	5401886757	11/25/2014	Adams El	P	XL6 ZTY R9M VP3	U9Y GN4 8L9 TJZ	Unused <a href="#">Details</a> <a href="#">Exclude</a>

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.6.1. Screenshot of generated paper survey



GONEQEEE, PTONPUO RHOO.pdf - Adobe Reader

File Edit View Window Help

1 / 4 100%

Tools Sign Comment

WISCONSIN  
DEPARTMENT OF  
PUBLIC  
INSTRUCTION

## Indicator 8: Parent Involvement Survey

English, School Age, 2015-2016

**Welcome!**

We invite you to fill out a survey for us. We are the Special Education Team of the Wisconsin Department of Public Instruction (WDPI). This is a survey for parents of children and youth with disabilities. It is to ask about how your school joins with you as a partner in your child's education.

We are required to collect this information by federal law. The law is the Individuals with Disabilities Education Act (IDEA 2004). We will use your answers to give better services to children and youth with disabilities and their families. We need your help to do this. Your privacy is also important. Your name is not connected to the answers you give to these questions. Your answers will not change your child's education or services.

Thank you for taking the time to fill out the survey. The full survey should take about 20 minutes or less to complete. Before you start, please read the *Consent Statement*.

**Consent Statement**

Please read this Consent Statement carefully.

**Reasons for the Survey:** The Office of Special Education of the U.S. Department of Education requires WDPI to collect information. Some of the information must be about parent involvement in their child's special education program. The information helps the WDPI and schools give better services to children and youth with disabilities and their families.

**Risks of Filling Out the Survey:** There are no risks to you if you fill out this survey. Your answers will not change the special education or services that the school gives to your child.

**Privacy:** Your own answers to this survey are kept private. WDPI will NOT link you or your child to your answers in any reports. All reports will combine answers from many parents.

**Voluntary Nature for Filling Out the Survey:** WDPI is required to collect information from parents about their experiences with schools. You are not required to give the information. You can decide to fill out the survey or not to fill out the survey. Your decision will not change your relationships with WDPI or your school.

Survey Code:  District:

English, School Age, 2015-2016, 1/12/2016 12:33:56 PM, page 1 of 4

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.7. Details

The following information is displayed when selecting the Details button for any student

WISEid	1621452791
Student Name	HUTSUN, UUTEO
Birth Date	1/9/2009
Disability Code	SL
Race Reporting Category	H
Exclusion Reason	
Load Source	Data Warehouse
Code 1	9ZV 7K8 PHZ 7M6
Code 1 Status	Started
Code 2	ABX 8VN 5AV 9VM
Code 2 Status	Unused
Combined Status	Started

#### 7.7.1. Data Elements

Field	Description
WISEid	The unique 10 digit identification number for this student.
Student Name	The last name followed by the first name.
Disability Code	The disability code of the student. This is pulled from the day DPI uploads the student list into the survey management system.
Race Reporting Category	The race/ethnicity of the student. A – Asian B – Black or African American H – Hispanic or Latino I – American Indian or Alaska Native P – Hawaiian Native or Other Pacific Islander T – Two or More Races W – White
Exclusion Reason	IF the student was excluded from the survey by the LEA prior to survey activation, this is the reason that was given by the LEA.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

Field	Description
Load Source	<p>The source of the student’s information.</p> <ul style="list-style-type: none"> <li>• Final Child Count – DPI imported this student from the Final Child Count for the school year.</li> <li>• In Progress Child Count – DPI imported this student from the In Progress Child Count for the school year.</li> </ul> <p>LEA – the LEA added this student to the Survey Manager application through the Add Student functionality.</p>
Code 1	Also known as Username1. This is the first survey code that was assigned to this student, for the first parent that takes it
Code 1 Status	The status of the survey code in Code 1. See <a href="#">section 7.3</a> for details.
Code 2	Also known as Username2. This is the second survey code that was assigned to this student, for the second parent that takes it.
Code 2 Status	The status of the survey code in Code 2. See <a href="#">section 7.3</a> for details.
Combined Status	<p>The Combined Status field is used to determine whether you need to follow up with a family or not. If your LEA/district has not yet met the required response rate, follow up is required for Combined Status of Started or Unused.</p> <p>The Combined Status of Submitted is counted towards meeting the required response rate.</p>

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 7.8. Exclude a Student

Prior to survey activation, the LEA can exclude a student from the survey collection. A reason must be provided when excluding a student.

Students will remain in the Student List and Survey Codes page, with a status of Excluded. Excluded students are not in the downloaded Student List spreadsheet.

**You cannot reverse the exclusion of a student from the survey collection.**

After clicking the ‘Exclude’ button on the Student List and Survey Codes page, the following page will appear.

Are you sure you want to exclude this student from the survey?

Student Identifier WSN	1643378287
Student Name	NOYYEON, NIPQ
Disability Code	SL
Race Reporting Category	W
Exclusion Reason	<input type="text" value="Student moved to another district"/>

Verify the correct student was selected, enter a valid exclusion reason and click “Yes” to exclude the student from the survey. (valid exclusion reasons can be found in the Indicator 8 FAQ - <http://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parent-involvement/faq>)

After the survey has been activated, students can no longer be excluded, so the Exclude button will no longer display at that time.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 8. Online and Paper Survey Preview

If you would like to see an approximation of what the online survey will look like to your parents, you can navigate to the Online Survey Preview page through the Preview menu bar.

The actual online survey is split up across several pages and also includes a Percent Complete table to let users know if they answered all of the questions in a given section.

#### 8.1. Language Selection

If you would like to preview the online survey Spanish, select the button that corresponds to that language. The page will reload in the selected language:

#### Online Survey Preview

Español, Niños de 6 a 21, 2016-2017

#### Encuesta de participación familiar: Apoyo para estudiantes con PEI

¡Bienvenido!

Lo invitamos a completar una encuesta para nosotros. Somos el equipo de educación especial del Department of Public Instruction de Wisconsin. Esta es una encuesta para los padres de niños y jóvenes con Programas de Educación Individualizados (PEI). Esta encuesta le pide que evalúe cómo la escuela y el equipo del PEI hacen que usted y su familia participen en el PEI y el proceso de educación especial. Desde 2009, la ley federal exige que recoptemos esta información. La ley es la Individuals with Disabilities Education Act (IDEA) de 2004.

Esta encuesta fue revisada en la primavera de 2017 para reflejar las nuevas prácticas de participación familiar y alinearla con nuestro enfoque "Reading Drives Achievement": El éxito mediante la alfabetización equilibra el cumplimiento y los resultados en los estudiantes con PEI.

Usaremos sus respuestas para brindar mejores servicios a los niños y jóvenes con PEI y sus familias. Necesitamos su ayuda para lograrlo. Su privacidad también es importante. Su nombre no se relaciona con las respuestas que proporciona a estas preguntas. Sus respuestas no cambiarán la educación ni los servicios de su hijo. Gracias por tomarse el tiempo para completar la encuesta. Completar toda la encuesta debería llevarle 20 minutos o menos. Antes de comenzar, lea la Declaración de consentimiento.

#### Declaración de Consentimiento

Lea atentamente esta Declaración de consentimiento.

**Motivos para realizar la encuesta:** La oficina de educación especial del U.S. Department of Education requiere que el WDPI recopile información. Parte de la información debe ser acerca de la participación de los padres en el programa de educación especial de sus hijos. La información ayuda al WDPI y a las escuelas a brindar mejores servicios a los niños y jóvenes con discapacidades y sus familias.

**Riesgos de completar la encuesta:** No existen riesgos para usted si decide completar esta encuesta. Sus respuestas no cambiarán la educación especial ni los servicios que la escuela brinda a su hijo.

**Privacidad:** Las respuestas que usted proporcione a esta encuesta se mantienen privadas. El WDPI NO lo vinculará a usted ni a su hijo con sus respuestas en ningún informe. En todos los informes se combinarán respuestas de muchos padres.

English

Spanish

Paper Survey Preview

Do not send this paper survey preview to parents. Go to the Student List page to generate a paper survey for a parent.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 8.2. Welcome and Consent - Screenshot

#### Online Survey Preview

English, School Age, 2016-2017

#### Family Engagement Survey: Supporting Students with IEPs

##### Welcome!

We invite you to fill out a survey for us. We are the Special Education Team of the Wisconsin Department of Public Instruction. This is a survey for parents of children and youth with Individualized Education Programs (IEPs). The survey asks how well your school and IEP team engage you and your family in the IEP and special education process. Since 2009, we have been required to collect this information by federal law. The law is the Individuals with Disabilities Education Act (IDEA 2004). This survey was revised in spring of 2017 to reflect new practices in family engagement and align with our focus on Reading Drives Achievement: Success through Literacy which balances compliance with outcomes for students with IEPs.

We will use your answers to give better services to children and youth with IEPs and their families. We need your help to do this. Your privacy is also important. Your name is not connected to the answers you give to these questions. Your answers will not change your child's education or services. Thank you for taking the time to fill out the survey. The full survey should take about 20 minutes or less to complete. Before you start, please read the Consent Statement.

##### Consent Statement

Please read this Consent Statement carefully.

**Reasons for the Survey:** The Office of Special Education of the U.S. Department of Education requires WDPI to collect information. Some of the information must be about parent involvement in their child's special education program. The information helps the WDPI and schools give better services to children and youth with disabilities and their families.

**Risks of Filling Out the Survey:** There are no risks to you if you fill out this survey. Your answers will not change the special education or services that the school gives to your child.

**Privacy:** Your own answers to this survey are kept private. WDPI will NOT link you or your child to your answers in any reports. All reports will combine answers from many parents.

**Voluntary Nature for Filling Out the Survey:** WDPI is required to collect information from parents about their experiences with schools. You are not required to give the information. You can decide to fill out the survey or not to fill out the survey. Your decision will not change your relationships with WDPI or your school.

If you would like to complete the survey, select "Yes". If not, select "No".

English

Spanish

Paper Survey Preview

Do not send this paper survey preview to parents. Go to the Student List page to generate a paper survey for a parent.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 8.3. Sections and Questions - Screenshot

If you would like to complete the survey, select "Yes". If not, select "No".

#### Directions for Filling Out the Survey:

Think about the child named in the letter that the school sent to you. Read each item and mark your answer for that child. For each item, mark one of the following: "Very Strongly Disagree," "Strongly Disagree," "Disagree," "Agree," "Strongly Agree," and "Very Strongly Agree." If you have difficulty with any of the items, please make a "best guess".

#### Section 1: Schools Efforts to Partner with Parents

1. I am considered an equal partner with teachers and other professionals in planning my child's program.

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

2. I was offered special assistance (such as child care) so that I could participate in the Individualized Educational Program (IEP) meeting.

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

3. At the IEP meeting, we discussed how my child would participate in statewide assessments.

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

dpi.wi.us  
Internet access

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 8.4. Submit - Screenshot

Very Strongly Agree

#### Submit

Please write any additional information that you think is important for improving the special education services students with disabilities receive.

Your comments are optional. If you choose to give comments, they will be used by the Wisconsin Department of Public Instruction to better inform districts of the feelings and needs of families.

I would like my comments sent to...

Only send my comments to the Wisconsin Department of Public Instruction.  
 My school district's Pupil Services / Special Education Director and the Wisconsin Department of Public Instruction. If you choose to provide comments to your district's Pupil Services / Special Education Director, the school district may be able to identify the person completing this survey based on your comments.

The survey answers were entered by:

Parent  
 A WSPEI staff member  
 School district staff  
 Other

This survey was entered using the following method:

Web survey completed by parent  
 Survey read to parent over phone and responses recorded on behalf of parent  
 Paper survey completed by parent and entered on behalf of parent

Thank you for completing the survey! Your responses have been submitted.

Your district would also like to ask for some additional feedback:

<http://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parent-involvement>

PI-3225

### 8.5. Paper Survey Preview

This section of the page does not appear for optional districts, as those surveys are only meant to be taken online.

Paper Survey Preview

Do not send this paper survey preview to parents. Go to the Student List page to generate a paper survey for a parent.

You can preview an example copy of the paper survey. The preview is generated with a 'EXAMPLE – DO NOT USE' watermark and Survey Code of 'USE RNA MEH ERE' and District/Password of 9999.

This is not meant to be sent to parents as the paper survey, see [section 7.6](#) on how to generate a paper survey for a specific parent.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 8.5.1. Screenshot of paper preview PDF



### Indicator 8: Parent Involvement Survey - Paper Survey Preview

English, School Age, 2016-2017

**Welcome!**

We invite you to fill out a survey for us. We are the Special Education Team of the Wisconsin Department of Public Instruction (WDPI). This is a survey for parents of children and youth with disabilities. It is to ask about how your school joins with you as a partner in your child's education.

We are required to collect this information by federal law. The law is the Individuals with Disabilities Education Act (IDEA 2004). We will use your answers to give better services to children and youth with disabilities and their families. We need your help to do this. Your privacy is also important. Your name is not connected to the answers you give to these questions. Your answers will not change your child's education or services.

Thank you for taking the time to fill out the survey. The full survey should take about 20 minutes or less to complete. Before you start, please read the *Consent Statement*.

**Consent Statement**

Please read this Consent Statement carefully.

**Reasons for the Survey:** The Office of Special Education of the U.S. Department of Education requires WDPI to collect information. Some of the information must be about parent involvement in their child's special education program. The information helps the WDPI and schools give better services to children and youth with disabilities and their families.

**Risks of Filling Out the Survey:** There are no risks to you if you fill out this survey. Your answers will not change the special education or services that the school gives to your child.

**Privacy:** Your own answers to this survey are kept private. WDPI will NOT link you or your child to your answers in any reports. All reports will be aggregated from many parents. [dpi.wi.us  
Internet access](http://dpi.wi.us/Internet%20access)

**Voluntary Nature for Filling Out the Survey:** WDPI is required to collect information from parents about their experiences with schools. You are not required to give the information. You can decide to fill out the survey or not to fill out the survey. Your decision will not change your relationships with WDPI or your school.

Survey Code:  District:

English, School Age, 2016-2017, 1/31/2017 3:39:09 PM, page 1 of 4

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 9. Statewide Response Rate Report

The statewide response rate report can be accessed at any time from the Reports menu (Response Rate Report). The report is only relevant to districts who are required to conduct the survey in a given year.

You can also download the report, which includes more detailed information.

Indicator 8: Parent Survey Manager

Home Students Preview Reports Exit to Portal

School Year: 2014-2015 | Hustisford School District - 2625 | REQUIRED Collection Year yj2625

### Statewide Response Rate Report

[Download](#)

Only Required districts are included in the report.

Total Districts	Not Activated	Activated	Response Rate Met	% Districts - Response Rate Met	Responses Submitted
29	7	22	2	6.90 %	224

District Number	District Name	District Activated	Responses Submitted	Responses Required	Response Rate Met
8110	21st Century Preparatory School	Yes	28	36	No
0007	Abbotsford School District	No			
0084	Alma School District	Yes	0	6	No
0140	Antigo Unified School District	Yes	0	15	No
0147	Appleton Area School District	Yes	92	92	Yes
0154	Arcadia School District	Yes	0	11	No
0450	Arcadia UHS School District	Yes	0	11	No

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 9.1. Statewide Summary box

The following elements are included in the Statewide Summary box.

Total Districts	Not Activated	Activated	Response Rate Met	% Districts - Response Rate Met	Responses Submitted
29	7	22	2	6.90 %	224

Field	Description
Total Districts	The total number of districts required to conduct the survey in the school year.
Not Activated	The number of Total Districts that have not yet activated the survey for parent use.
Activated	The number of Total Districts that have activated the survey.
Response Rate Met	The number of Total Districts that have met their number of Required Responses.
% Districts – Response Rate Met	Percentage of Total Districts that have met their number of Required Responses.
Responses Submitted	Total number of responses submitted (maximum of one per student) for required districts.

### 9.2. Sorting

You can sort by any field in the table of districts by clicking the name of the heading. Clicking the column once will sort smallest-largest/A-Z and clicking the column name again will sort largest-smallest/Z-A.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 9.3. Table Fields

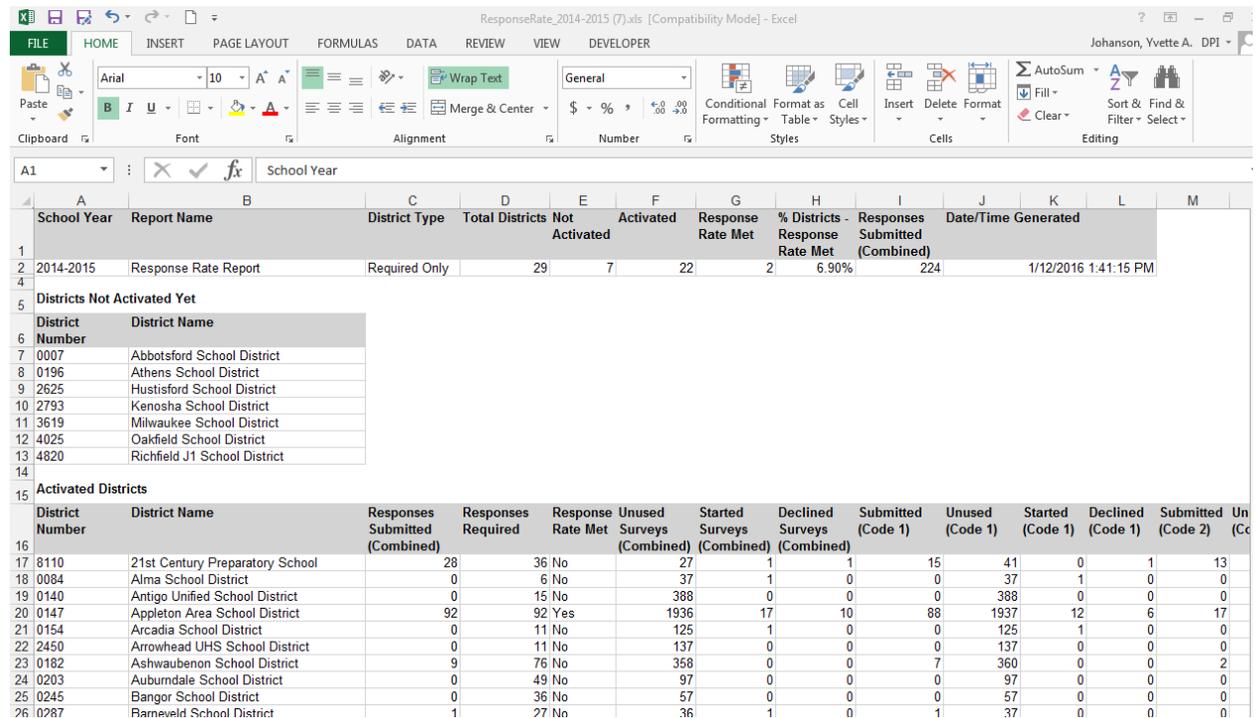
The following fields are included in the table of districts. Only required districts are included in the table.

Field	Description
District Number	The four digit number DPI assigns to the district.
District Name	The name of the district.
District Activated	<ul style="list-style-type: none"> <li>• Yes – Indicates that the district has activated the survey for their parents and can receive survey responses.</li> <li>• No – Indicates that the district has not yet activated the survey for their parents and cannot receive survey responses.</li> </ul>
Responses Submitted	<p>Blank if 'District Activated' is No.</p> <p>This is the total number of families that have submitted a survey (maximum of one survey is counted per student, even if more than one parent completed one for a students). Surveys that are Declined do NOT count towards the Responses Submitted figure.</p>
Responses Required	<p>Blank if 'District Activated' is No.</p> <p>This figure is based on the total number of students on the district's Student List page that haven't been excluded at the time the LEA activates the survey.</p>
Response Rate Met	<p>Blank if 'District Activated' is No.</p> <ul style="list-style-type: none"> <li>• Yes – Responses Submitted is greater than or equal to Responses Required.</li> <li>• No – Responses Submitted is less than Responses Required.</li> </ul>

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 9.4. Download button

Selecting the Download button will download the report to Excel. The downloaded report includes more information than the version on the application and includes a Header table, Districts Not Activated Yet table and Activated Districts table.



School Year	Report Name	District Type	Total Districts	Not Activated	Activated	Response Rate Met	% Districts Response Rate Met	Responses Submitted (Combined)	Date/Time Generated				
2014-2015	Response Rate Report	Required Only	29	7	22	2	6.90%	224	1/12/2016 1:41:15 PM				
<b>Districts Not Activated Yet</b>													
District Number	District Name												
0007	Abbotsford School District												
0196	Athens School District												
2625	Hustisford School District												
2793	Kenosha School District												
3619	Milwaukee School District												
4025	Oakfield School District												
4820	Richfield J1 School District												
<b>Activated Districts</b>													
District Number	District Name	Responses Submitted (Combined)	Responses Required	Response Rate Met	Unused Surveys (Combined)	Started Surveys (Combined)	Declined Surveys (Combined)	Submitted (Code 1)	Unused (Code 1)	Started (Code 1)	Declined (Code 1)	Submitted (Code 2)	Unused (Code 2)
8110	21st Century Preparatory School	28	36	No	27	1	1	15	41	0	1	13	0
0084	Alma School District	0	6	No	37	1	0	0	37	1	0	0	0
0140	Antigo Unified School District	0	15	No	388	0	0	0	388	0	0	0	0
0147	Appleton Area School District	92	92	Yes	1936	17	10	88	1937	12	6	17	0
0154	Arcadia School District	0	11	No	125	1	0	0	125	1	0	0	0
2450	Arrowhead UHS School District	0	11	No	137	0	0	0	137	0	0	0	0
0182	Ashwaubenon School District	9	76	No	358	0	0	7	360	0	0	2	0
0203	Auburndale School District	0	49	No	97	0	0	0	97	0	0	0	0
0245	Bangor School District	0	36	No	57	0	0	0	57	0	0	0	0
0287	Barneveld School District	1	27	No	36	1	0	1	37	0	0	0	0

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 9.4.1. Header table

The fields in the Header table are largely the same as those in the Statewide Summary box of the Statewide Response Rate report page. See [section 9.1](#) for more details.

School Year	Report Name	District Type	Total Districts	Not Activated	Activated	Response Rate Met	% Districts - Response Rate Met	Responses Submitted (Combined)	Date/Time Generated
2014-2015	Response Rate Report	Required Only	29	7	22	2	6.90%	224	1/12/2016 1:41:15 PM

### 9.4.2. Districts Not Activated Yet

This table includes the four digit district number and district name of those districts who have not yet activated the survey for their parents.

#### Districts Not Activated Yet

District Number	District Name
0007	Abbotsford School District
0196	Athens School District
2625	Hustisford School District
2793	Kenosha School District
3619	Milwaukee School District
4025	Oakfield School District
4820	Richfield J1 School District

### 9.4.3. Activated Districts

The following fields are included on the Excel download of the report but are not included on the page. See [section 9.3](#) for an explanation of the fields that are also included on the page (District Number, District Name, Responses Submitted (Combined), Responses Required, Response Rate Met).

Field	Description
Unused Surveys (Combined)	The number of surveys that haven't been started by either parent.
Started Surveys (Combined)	The number of surveys that have been started by at least one parent.
Declined Surveys (Combined)	The number of surveys that have been declined by at least one parent.
Submitted (Code 1) / Submitted (Code 2)	The number of surveys (by Code 1 or Code 2) that have been submitted. 12 or more questions answered to be counted.
Unused (Code 1) / Unused (Code 2)	The number of surveys that have not been started (by Code 1 or Code 2). It would be likely that the Unused number of Code 2 surveys would be high as only one parent needs to take the survey.
Started (Code 1) / Started (Code 2)	The number of surveys that have been started but not submitted (by Code 1 or Code 2).

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

Field	Description
Declined (Code 1) / Declined (Code 2)	The number of surveys that have been declined (by Code 1 or Code 2).

### 10. Parent Comments

After the survey window has been closed by DPI, the Parent Comments report will appear underneath the Reports menu option. When the Parent Comments option is selected, an Excel report is downloaded to your computer.



On the final page of the survey, parents can choose to give comments. The following prompt is shown to them:

“Please write any additional information that you think is important for improving the special education services students with disabilities receive.

Your comments are optional. If you choose to give comments, they will be used by the Wisconsin Department of Public Instruction to better inform districts of the feelings and needs of families.”

If the parent chooses to give comments, an additional question appears below the comment box

I would like my comments sent to...

My school district's Pupil Services / Special Education Director and the Wisconsin Department of Public Instruction. If you choose to provide comments to your district's Pupil Services / Special Education Director, the school district may be able to identify the person completing this survey based on your comments.

Only send my comments to the Wisconsin Department of Public Instruction.

The second option ‘Only send my comments to the Wisconsin Department of Public Instruction’ is the default option.

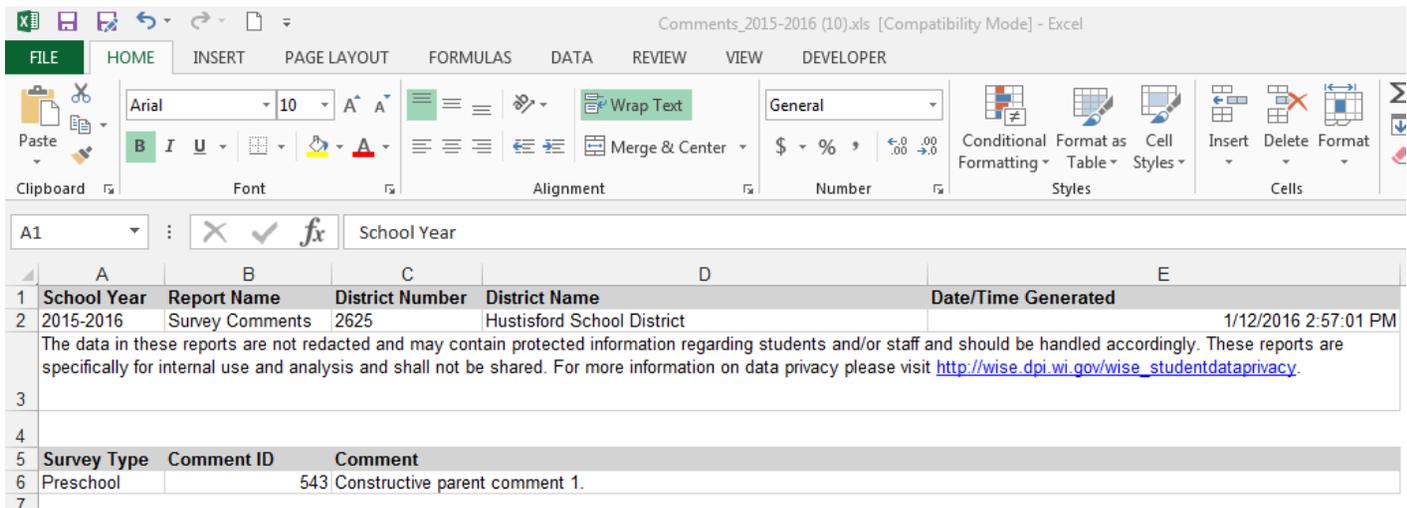
If the parent changes this answer to the first option, their comments will be included on the Parent Comments report that districts can access after the survey window has closed.

## Indicator 8: Family Engagement Survey – Parent Survey Application User Guide

### 10.1. Parent Comment report elements

The following data elements are included in the Parent Comments report.

Field	Description
School Year	The School Year the parent comments were collected in.
Report Name	This is always set to Survey Comments
District Number	The four digit number assigned to the district by DPI.
District Name	The name of the district.
Date/Time Generated	The Date/Time the Parent Comments menu option was selected.
Survey Type	Preschool or School Age
Comment ID	Random identifier assigned to the comment
Comment	The text of the comment that the parent provided.



Comments\_2015-2016 (10).xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Paste Clipboard Font Alignment Number Styles Cells

A1 : School Year

	A	B	C	D	E
1	<b>School Year</b>	<b>Report Name</b>	<b>District Number</b>	<b>District Name</b>	<b>Date/Time Generated</b>
2	2015-2016	Survey Comments	2625	Hustisford School District	1/12/2016 2:57:01 PM
The data in these reports are not redacted and may contain protected information regarding students and/or staff and should be handled accordingly. These reports are specifically for internal use and analysis and shall not be shared. For more information on data privacy please visit <a href="http://wise.dpi.wi.gov/wise_studentdataprivacy">http://wise.dpi.wi.gov/wise_studentdataprivacy</a> .					
3					
4					
5	<b>Survey Type</b>	<b>Comment ID</b>	<b>Comment</b>		
6	Preschool	543	Constructive parent comment 1.		
7					

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### 11. Appendix A – Merging Student List with Parent Information

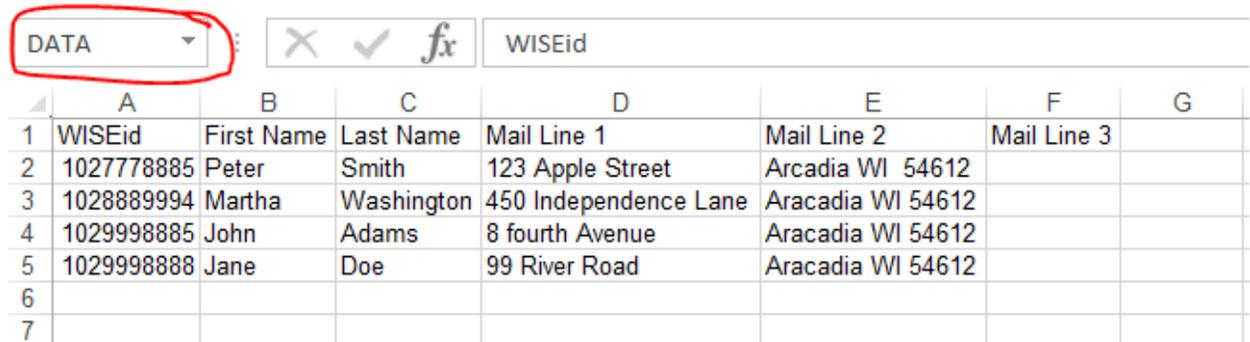
In order to send out the usernames and password to all students, you'll need to download the student list (see [section 7.5](#)) and merge the list with parent information from the LEA's local information system.

The key field to use when merging these lists in the student WISEid.

The following steps can be used to merge the information. Depending on your version of Excel, the steps may vary slightly.

- 1) Download the Student List spreadsheet from the Student List page ([section 7.5](#))
- 2) Open the spreadsheet and create a new tab called 'Parents'.
- 3) Create an Excel file of parent information from your local information system. Be sure to include the student WISEid in WISEid the file.
- 4) Copy the parent information into the Parents tab you created in the Student List spreadsheet
- 5) Select the entire table of Parent information you just copied and name the table 'Data' and hit the Enter key

[https://support.office.com/en-us/article/Define-and-use-names-in-formulas-4d0f13ac-53b7-422e-afd2-abd7ff379c64#bmquickly\\_name\\_a\\_cell\\_or\\_range\\_of\\_cells](https://support.office.com/en-us/article/Define-and-use-names-in-formulas-4d0f13ac-53b7-422e-afd2-abd7ff379c64#bmquickly_name_a_cell_or_range_of_cells)



	A	B	C	D	E	F	G
1	WISEid	First Name	Last Name	Mail Line 1	Mail Line 2	Mail Line 3	
2	1027778885	Peter	Smith	123 Apple Street	Arcadia WI 54612		
3	1028889994	Martha	Washington	450 Independence Lane	Arcadia WI 54612		
4	1029998885	John	Adams	8 fourth Avenue	Arcadia WI 54612		
5	1029998888	Jane	Doe	99 River Road	Arcadia WI 54612		
6							
7							

- 6) Note down the column number of each of the columns in the Parents tab. These will be used in the VLOOKUP formulas on the Student tab. In the example above:
  - a. WISEid is column 1
  - b. First Name is column 2
  - c. Last Name is column 3
  - d. Mail Line 1 is column 4
  - e. Mail Line 2 is column 5
  - f. Mail Line 3 is column 6
- 7) Go to the Students tab.
  - a. In the First Name column, in the first row of data, start entering the VLOOKUP formula by typing =VLOOKUP(
  - b. Select the WISEid in WISEid the same row you are entering the formula in. The column letter and row number will populate into the formula. Enter a comma and then type in 'Data' (the name you gave the Parents information). This is the data set being matched against.

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- c. Enter another comma and then type in the column number that corresponds to the First Name field on the Parents tab (see step 6). In this example, it is column 2.
  - d. Enter another comma and type in FALSE. This means the formula will look for exact matches only.
  - e. Close the formula with a ')' and tab out of the field.
  - f. The parent's name should now appear in the First Name column if it worked correctly.
- 8) Repeat Step 7 for each field you need to source from the Parents tab.
  - 9) Once you've entered a formula into each column in your first row of data, you can copy those formulas down to the rest of the table.

Please refer to this example Student List spreadsheet that has already been merged with parent information to give the steps above more context.

<http://dpi.wi.gov/sites/default/files/imce/sped/xls/spp8-vlookup-example.xls>

**Note 1:** The Mail Line 1, Mail Line 2 and Mail Line 3 address fields are included in the Student List spreadsheet but are not in the form letter we provide on the Indicator 8 Parent Survey Resource page in the Parent Survey Letters section: <http://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parent-involvement/law>

**Note 2:** The VLOOKUP formula can return a zero (0) when the source field is blank (this may occur in Mail Line 3). If you have data in that manner then you need to adjust the formula to set these back to blank.

```
=IF(VLOOKUP(W2,Data,6,FALSE)="", "", VLOOKUP(W2,Data,6,FALSE))
```

“W2” refers to first column W in row 2 of your spreadsheet – which is the default position of the first WISEid in WISEid the file. Column 6 of the ‘Data’ (Parents) table refers to Mail Line 3 in the example.