

Indicator 8 Family Engagement Survey: Supporting Students with IEPs Timeline

	DPI	LEA
June	Sends notification letter to LEAs of upcoming Indicator 8 and other cyclical indicator participation.	Review Indicator 8 and Family Engagement Survey resources to prepare staff and families for the survey: http://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parentinvolvement
January - February	Uploads a student list for each LEA into the survey manager system within 2 weeks of the survey window opening. The student list is based on current enrollment the day it is uploaded into the system. The student list includes individualized usernames and passwords for parents to take the survey.	When first logging into the survey manager system, assign additional district contacts to be able to access the survey manager and receive updates from WI DPI about the survey. Reviews the student roster, option to add or delete students based on enrollment, merge parent contact information with student list to create mail merge for the parent letter, option to enter district-provided survey link, and activate the survey for parents. For all students, send a letter that includes individual username and password to parents so parents are able to log into the online survey. Monitor the required number of responses for the LEA in the survey manager application. Parents who want to complete a 2nd survey for a 2nd parent can contact LEA to receive 2nd username/password. The second username/password for each student is available on the Student List page of the Survey Manager application.
February 1	Survey window is opened and LEA Special Education Director is notified via email.	Assist families with completing survey using paper or online survey by recommending that families call WSPEI or WI FACETS. School district personnel are not permitted to enter parent surveys.
Feb-June	Staff are available for technical assistance as needed for LEAs completing the survey.	Monitor the Survey Manager application to monitor response rates and follow up with parents to ensure meeting response rate requirement.
June 30	Survey window is closed.	Ability to view parent comments in the Survey Manager application.
September	Indicator 8 question by question reports are generated for each LEA through the public District Profile and the Special Education Web Portal.	Use data from reports to develop district family engagement plans.
February	State results are reported to OSEP in February for the previous year's survey results.	LEA is able to compare overall results for preschool and school-age survey to state targets via the District Profile.