



## SPRING 2021

### Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Grant Teacher Survey Instructions

**Background:** 21<sup>st</sup> CCLC grantees in Wisconsin are required to administer teacher surveys for all regular attendees (i.e., students attending 30 or more days). Teacher survey data are included in the Annual Performance Report (APR), a federally-required end-of-year report for 21<sup>st</sup> CCLC grantees. These surveys are typically administered prior to the end of the school year and reported in the spring "Outcomes" section of the APR report in the Cayen system. Teacher survey data is the **ONLY** type of outcome-related data that is reported in the APR system by Wisconsin grantees.

While the DPI recognizes that it may be challenging for grantees to administer teacher surveys for the 2020-21 year due to the impact of the COVID-19 pandemic, we do not have the authority to waive the federal requirement that 21<sup>st</sup> CCLC grantees report outcomes data as a part of the APR report. As such, **all 21<sup>st</sup> CCLC programs are expected to distribute surveys to the teachers of all regular attendees in the spring of the school year.**

**The DPI has waived the state-level requirement that 21<sup>st</sup> CCLC programs collect teacher survey data for at least 75 percent of regular attendees for the 2020-21 school year.** While every effort should be made to collect teacher surveys for regularly attending students, we realize that meeting the 75 percent benchmark may not be possible this year, given the difficulties created by COVID-19.

### **Guidelines for Administering Teacher Surveys in Spring 2021**

Teacher surveys should be distributed to the teachers of students in the program who are regular attendees (i.e., attended 30 or more days during the 2020-21 school year).

- For elementary school students, surveys should be completed by the student's classroom teacher.
- For middle school and high school students, a teacher should complete surveys who had the student for at least a semester and evaluate the student's homework completion, class participation, and classroom behavior.

## There are two ways to collect teacher surveys.

- Electronically using the Cayen System:
  - Note: this option is only available for those who have regularly tracked attendance data in the Cayen System prior to distributing teacher surveys.
  - The Cayen System will send an automated email to all district administration-level Cayen users containing a digital teacher survey link for all students who attended 20 or more days of programming as recorded in Cayen. This ensures that students on the cusp of becoming a regular attendee (30+ days) have a teacher survey completed, as surveys are typically completed prior to the program ending. These links can be distributed via email to the students' teachers. Each of these links will take the teacher to the Cayen System, where they will fill out the three-item teacher survey for a given student. Results will be automatically tallied and uploaded directly into the Cayen APR report.
  - For visual instructions, see webinar (recorded March 11, 2021): [Cayen Webinar on Student, Parent, and Teacher Surveys](#).
  
- Distribute hard copies of the survey to teachers :
  - A Word version of the survey is available on the DPI 21<sup>st</sup> CCLC website: <https://dpi.wi.gov/sspw/clc/performance-report>.
  - Identify students who attended the program for at least 20 days and distribute to teachers (in mailboxes, in-person, dropped off on desk, etc.).
  - If sites distribute hard copies of the survey, the results must be manually entered into Cayen for each student. To do this, edit the student registration, by going to Registration, Manage Registrations, and click Search so that all students appear. Then, identify a particular student for whom you have completed the teacher survey and click edit. Follow the instructions on the Survey tab to enter the teacher's responses for each of the three survey items.
  - For visual instructions on manually entering results, see webinar (recorded March 11, 2021): [Cayen Webinar on Student, Parent, and Teacher Surveys](#).

**Have questions? Need help?** Contact [Jenell Holstead](#) at UW-Green Bay (920-465-2372; holsteaj@uwgb.edu) or [Tanya Morin](#) at DPI (Tanya.Morin@dpi.wi.gov; 608-267-9393).