

WI 21st CCLC APR Teacher Survey Instructions

Note: Please read instructions carefully. The teacher survey has been revised to better align with the new federal Annual Performance Report (APR) system and the way the data should be compiled and reported has changed for the 2015-2016 reporting cycle.

WHAT: Updated Teacher Survey Form

WHO: All 21st CCLC grantees in Wisconsin are required to administer teacher surveys for all regular attendees.

WHY: Teacher survey data is the **ONLY** type of outcome-related data that is reported in the APR system by Wisconsin grantees.

WHEN: Surveys should be administered prior to end of the 2015-2016 school year and reported in the **Spring 2016 “Outcomes” section** of the APR system.

HOW to administer teacher surveys:

- Teacher surveys should be completed for all students in your program who are regular attendees (i.e. have attended thirty or more days this academic year).
- Distribute surveys to the teachers of all regular attendees in the spring of the school year.
 - For elementary school students, surveys should be completed by the student’s classroom teacher.
 - For middle school and high school students, surveys should be completed by a teacher who has had the student for at least a semester and can evaluate the student’s homework completion, class participation, and classroom behavior.
- Every effort should be made to collect surveys for **ALL** students who are regular attendees of your program.

HOW to report teacher survey data:

- The teacher survey consists of three questions:

- Question 1 is related to homework completion.
- Question 2 is related to class participation.
- Question 3 is related to classroom behavior.
- When reporting teacher survey data into the APR system, **you will need to calculate two numbers:**
 - The number of students who showed improvement in **homework completion AND class participation.**
 - The number of students who showed improvement in **classroom behavior.**
- **To calculate the first number (homework/participation):**
 - Count the number of students whose teachers **marked “A” (Did Improve) or “E” (Not Applicable) for Question 1 AND marked “A” (Did Improve) for Question 2** on the teacher survey.
 - Students have to show improvement in BOTH homework completion and class participation in order to be counted. The only exception to this is if a teacher did not assign homework and marked “Not Applicable” in answer to Question 1.
- **To calculate the second number (behavior):**
 - Count the number of students whose teachers marked “A” for Question 3 on the teacher survey.
- The APR system requires users to report teacher survey data according to two grade bands: K-5 and 6-12. If your program serves students in grades K-8, you will have to report separately on K-5 students and 6-8 students.
- For each grade band, you will be asked to report separately on students who have attended 30-59 days, 60-89 days, and 90+ days.