



# Anchorage School District

## Survey Plan Worksheet

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An application for survey approval -- a Survey Plan -- must be made to the Director of Program Evaluation prior to survey administration. This worksheet should be used to assist in the development of a Survey Plan. Survey administration must not begin until approval has been received.

Surveys are used for the following purposes:

- State or Federal accountability (i.e. Parent Report Card Surveys)
- Program evaluation or maintenance (i.e. for grant requirements)
- Needs assessment
- Event evaluation (i.e. evaluation of a presentation at a conference)
- Marketing (i.e. from vendors outside the District)

Surveys used for evaluation of events (classes or conferences), do not need pre-approval. All event evaluations will be done using the standard form developed by TPD and A&E.

If the survey data is to be used for research, a research proposal must also be completed. Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the confidentiality of student information.

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*Completed Survey Plans can be submitted to [Assessment & Evaluation](#) via fax to (907)742-4430 or sent through mail to:*

Xiaogeng Sun, Ph.D.  
Assessment & Evaluation  
5530 E. Northern Lights Blvd.  
Anchorage, AK 99504  
[Sun\\_Xiaogeng@asdk12.org](mailto:Sun_Xiaogeng@asdk12.org)

**A written plan must be submitted for review prior to the approval of any survey. Plans will be reviewed and evaluated for approval by the ASD instructional team, facilitated by the Director of Program Evaluation. Plans must include the following:**



## Survey Plan Items

1. Contact person's name, mailing address, e-mail address, and phone number.
2. Statement of the goals and purposes of the survey. Identification of the benefits to the ASD and Anchorage students that will result from participation in the survey. (How will the results be used to support ASD mission and goals?)
3. Evidence that the information is not available from another source.
4. Statement of whether or not parental consent will be required. Consent is required if the survey asks students anything about the following:
  - a. Political affiliations or beliefs of the student or the student's parents
  - b. Mental or psychological problems of the student or the student's family
  - c. Sex behavior or attitudes
  - d. Illegal, antisocial, self-incriminating, or demeaning behavior
  - e. Critical appraisals of other individuals with whom respondents have close family relationships
  - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
  - g. Religious practices, affiliations, or beliefs of the student or the student's parent
  - h. Income
5. Description of the population to be surveyed, sampling plan (i.e., how the respondents will be selected from the population?), and the expected return rate.
6. If the questionnaire has already been developed, include a copy of the questionnaire and name of the person or entity that developed it. Describe if and how the survey has been used before.
7. Identify who will make copies of the survey and distribute to the schools or programs, who will collect the completed surveys, and the data entry method (will the data be manually entered, processed by Scantron, or by survey solution software?).
8. Identify who will analyze the results and write the report describing the results.
9. Describe who the results will be distributed to and in what format.
10. Explain how confidentiality will be ensured of individual results throughout the process of data collection, processing, analysis, and reporting.
11. Describe the time schedule for the survey process (from survey planning to report of final results).
12. Estimate the amount of staff time that will be required for all steps of the survey process (planning, distribution, data processing, analysis, and reporting). Estimate the amount of instructional time that will be required.



**The following survey requests will not be approved:**

1. Survey requests, submitted by outside researchers or organizations, that require parent consent

Even if outside researchers or organizations are collecting the parent consent, the District is responsible for ensuring that the parent consent regulation is followed. ASD does not have the staff to monitor this process for survey requests.

2. Survey requests that ask for student records, or personal identifiable information in these records

Family Education Rights and Privacy Act (FERPA) provides that the District may not release student records or personal identifiable information in these records without written consent from the parents. The District cannot approve requests from outside researchers or organizations that seek student personal identifiable information because the District would have to receive written permission from the parents to release the information and does not have the staff to do this.

Student personal identifiable information may include:

- The student's name
- The name of the student's parent or other family members
- The address of the student or students' family
- A personal identifier, such as the student's social security number or student number
- A list of personal characteristics that would make the student's identity easily traceable

