

Davis School District Policy and Procedures

Subject: 2HR-301 Educator Exit and Engagement Surveys
Index: Human Resources
Revised: June 7, 2022

1. PURPOSE AND PHILOSOPHY

- 1.1. Exit surveys completed by educators leaving their employment with Davis School District (the District) may provide data for use by the District and by the Utah State Board of Education (USBE). Utah Code Ann. § 53G-11-304 requires the District to create an exit survey for educators leaving the District's employment and to make an attempt to administer the survey to educators before their employment ends.
- 1.2. Engagement surveys periodically completed by educators may provide data for use by the District and by the USBE. Utah Admin. Code R277-325-4 requires the District to request its educators to complete a public education survey at least every other year.

2. POLICY

- 2.1 The District shall administer public educator exit and engagement surveys to educators as required by Utah law. The Human Resource Department shall determine the format and questions on the survey.
- 2.2 The District shall protect personally identifiable information (PII) of District employees, which may be sensitive, private, or protected under the Government Records Access and Management Act (GRAMA) (Utah Code Ann. § 63G-2-101. et seq.) and District Policy 10CR-101.
- 2.3 The District will use secure methods of survey administration, data collection, and data transfer.
- 2.4 The intervals for administration of surveys will be in accordance with USBE rules. All required data shall be transferred to USBE in accordance with USBE rules.

3. SURVEY REQUIREMENTS

- 3.1. Surveys shall allow educators to remain anonymous.
- 3.2. Surveys may not request the educator's CACTUS ID number.
- 3.3. Surveys shall ask educators to identify the educator's local education agency
- 3.4. Surveys may ask educators to voluntarily identify the educator's school.
- 3.5. A survey may ask educators to provide basic non-identifying demographic data as requested by USBE.
- 3.6. The District shall restrict access to survey results to personnel it deems appropriate.
- 3.7. The District shall prevent the identification of educators who complete the survey.
- 3.8. The District may include additional questions along with the required survey questions at the time the District administers the surveys.

4. FREQUENCY

2HR-301 Educator Exit and Engagement Surveys

- 4.1 The District shall request that educators complete the public education engagement survey at least every other year through a USBE approved online provider or a provider approved by the District.
- 4.2 The District shall administer the public education engagement survey in the opposite years from those in which it administers the school climate survey described in Utah Admin. Code R277-623, except as provided in paragraph 4.3.
- 4.3 The District shall request a new educator complete the public education engagement survey every year for the first three years the educator is in the profession.
- 4.4 The District shall request that an educator leaving the District complete the public education exit survey at the time of the educator's separation from employment. The survey should be completed through a USBE approved online provider or a provider approved by the District.
- 4.5 If the District administers the survey through a provider other than a USBE approved online provider, the District shall provide the data from the surveys to the USBE by June 30 annually in a manner prescribed by the USBE.

REFERENCES

[Utah Code Ann. § 53G-11-304](#) - Licensed employee requirements

[Utah Code Ann. § 63G-2-101, et seq.](#) – Government Records Access and Management Act

[Utah Administrative Code R277-325](#) – Public Education Exit and Engagement Surveys

[Utah Administrative Code R277-533](#) – Educator Evaluation Systems

[Utah Administrative Code R277-623](#) – School Climate Survey

[District Policy 10CR-101](#) – Government Records Access and Management Act

DOCUMENT HISTORY:

June 7, 2022 – Adopted as required by HB 130 (2019).