

# Student Survey Rules

## Quick Reference

See 521.001 for full policy



DEPARTMENT OF  
**RESEARCH, EVALUATION  
and ASSESSMENT**



### ***What is a survey? Is my questionnaire a survey?***

A survey is a method for collecting data, information, and opinions as reported by students about specific topics. Surveys can include, but are not limited to, paper and digital questionnaires, interviews, evaluations, and focus groups.

If a survey is used **ONLY** to assess student understanding of academic topics as part of classroom instruction is considered an assessment, and therefore, does not require any of the following steps and can be given just like any other classroom quiz, assessment, or test.

### ***Parents and Guardians must be given notice before a survey is given (State law).***

#### **Notification should include:**

1. Occur at least 5 days ahead of time (if possible)
2. Describe the Survey Purpose
3. Include the scheduled day of administration
4. Inform on their right to review the survey and/or opt-out



#### **Parents and Guardians have the right to:**

1. Review survey materials before administration
2. Opt-out their student(s) without providing a reason (See opt-out form)

### ***Is it ok to ask about ..... ?***

#### **The following are protected information topics**

- Political affiliations or beliefs of the student or student's parent(s)
- Mental and psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating or demeaning acts of the student or the student's family
- Critical appraisals of individuals with whom the student has close family relationships
- Legally recognized privileged or similar relationships such as those of lawyers, physicians and ministers



- Religious practices, affiliations, or beliefs of the student or the student’s parent
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

**Surveys including protected information have special regulations:**

- Explicitly notifying parents and guardians what protected information will be sought
- Extra steps to ensure student anonymity and storage of student data



For further assistance with protected information, surveys see the full policy document and or contact the district Research Evaluation and Assessment Staff at [REA@spps.org](mailto:REA@spps.org) or 651-744-1814.