

# Parent and Student Survey Instructions

## Parent Survey:

The Parent Survey should be administered to all parents of participants. In general, it is recommended that the Parent Survey be administered to parents as they pick-up their child from programming or during a parent engagement event. The survey can be sent home to parents, although your program may want to consider implementing an incentive program to ensure surveys are returned to program staff (e.g., if 50% of parents complete the survey, all students receive a special treat). The Parent Survey should take about 5 minutes to complete. Please try and have as many parents as possible complete a survey – even if their child does not attend regularly.

## Student Survey:

The Student Surveys should be administered in the spring of each school year. Program staff members are encouraged to tailor their data collection strategies according to the needs of their individual program and staff members. For the sake of continuity between programs, some general guidelines are offered to assist with the development of your data collection strategies.

- Data should be collected on-site. Do not send the Student Survey home with your participants.
- Data collection should occur early in the afternoon to ensure that students are not tired and “ready to go home.”
- Data collection should be facilitated by an adult who is familiar to the participants. This person should also be someone who has a reasonable amount of authority and can clearly convey the purpose and the importance of the data collection effort to the students.
- Staff may read questions aloud to students as needed.
- Please read the following instructions to the youth prior to having them complete the survey:

*A number after school programs in Indiana are working together to describe the ways in which these programs affect students who participate in them. We'd like to have you complete a survey that will help us understand what you thought of this program and how it has affected you. When you respond to each item, please fill in the corresponding bubble completely.*

**After all Student and Parent Surveys have been completed, please be sure to return them to your Program Director so they can be submitted to Limelight Analytics for analysis.**