

# 5Essentials Survey

Organizing Schools for Improvement

## Communication Kit

*Prepared for the Delaware Department of Education*

POWERED BY

**UCHICAGO**Impact The University of Chicago  
Urban Education Institute

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[PRESS RELEASE]

**For Immediate Release:**

Contact:

(Name

Title

District or Organization

Phone Number

E-mail)

**School Environment Matters: (District) Administers 5Essentials Survey to Help  
Improve Student Learning**

*Students, parents and teachers weigh in on school climate and learning conditions*

(Date) - (District) will join the Delaware Department of Education (DDOE) to administer the 5Essentials Survey, which is part of DDOE's new Delaware School Success Framework. The 5Essentials Survey is an opportunity for teachers, students, and families across the state to share their voice and have a role in improving their schools. Between Feb. 1 and March 1, 2016, teachers, students and families will be asked to take a 20-minute survey to help identify strengths and weaknesses in their school's climate and learning conditions.

(Insert quote from district leader on the importance of participating in the survey. For example, "We encourage all our teachers, students and parents to make their voices heard to impact change....")

The 5Essentials Teacher and Student Survey provides a comprehensive picture of a school's organizational culture in an individualized report measuring five "essentials" critical for school success:

Effective Leaders	Collaborative Teachers	Involved Families	Supportive Environment	Ambitious Instructions
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Twenty years of University of Chicago research in more than 400 schools has shown that schools that were strong on at least three of the 5Essentials were 10 times more likely to make substantial gains in improving student reading and math than schools that were weak on three or more of the Essentials. Those differences remained true even after controlling for student and school characteristics, including poverty, race, gender, and neighborhood characteristics. Strength on components within the Essentials also

correlated with increased teacher retention, student attendance, college enrollment, and high school graduation. The teacher survey is available to all teachers in all grade levels, whereas the student survey is for students in grades 4 through 12.

The parent/family survey will provide is comprised of approximately 26 questions. The responses from the parent/family survey do not affect schools' performance on the 5Essentials and are meant to complement the teacher and student data. The parent survey is available for **all** families who have a child attending a school within the Delaware Department of Education.

5Essentials Reports will be made available to administrators and the public in May. Generated from a rigorous analysis of teacher and student survey responses in order to report a school's scored performance on each of the essentials, these 5Essentials Reports demonstrate that what teachers and students say about their schools can serve as important indicators for school success. These reports will also contain non-scored parent data in a separate section.

The DDOE has produced state, district and school-level report cards of education performance in alignment with federal requirements, but will launch a new accountability system in the 2015-16 school year. One of the major components of that system is the inclusion of a state survey of students, teachers, and families that is geared towards providing a more comprehensive picture of school performance including environment, social-emotional learning indicators, and perception data.

On behalf of the DDOE, UChicago Impact at the University of Chicago is providing 5Essentials to schools statewide. Teachers, students and parents may complete the 5Essentials Survey online. For more information visit:

<http://www.doe.k12.de.us/Page/2571>

*[TEACHER ANNOUNCEMENT LETTER]*

Dear Teacher,

February 1 through March 1, you will have the opportunity to participate in the 5Essentials Survey. This opportunity allows you to share your opinions on important elements of school effectiveness in a survey about your school. This survey was designed to generate a rich picture of the inner workings of your school from an organizational perspective.

On behalf of the Delaware Department of Education (DDOE), UChicago Impact at the University of Chicago will administer the 5Essentials Survey to teachers online. This survey was developed at the University of Chicago Consortium on Chicago School Research and derived from the Five Essentials for School Success, an evidence-based framework that identifies five factors that can lead to important student outcomes, including improved attendance and larger test score gains.

Research has shown that schools strong on the 5Essentials are 10 times more likely to improve student learning. Those 5Essentials are:

Effective Leaders	Collaborative Teachers	Involved Families	Supportive Environment	Ambitious Instructions
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School-level reports will be generated if at least 50 percent of respondents respond to the survey and will be released by DDOE in May to the public via the Delaware Report Card Portal and the UChicago Impact's Delaware 5Essentials Report website. 5Essentials Reports will display summary information, such as the percent of teachers who find their schools' professional development initiatives helpful. Student, teacher, and parent/family identities will be kept completely confidential and responses will not be linked to individual respondents.

Survey administration officially begins on Monday, February 1; you will receive an email detailing how to access and complete the survey for your school.

For more information about 5Essentials, please visit <http://www.doe.k12.de.us/Page/2571>. If you have any questions about the survey, please contact 5Essentials Customer Support at 1-866-440-1874 or [5essentials@uchicago.edu](mailto:5essentials@uchicago.edu).

Sincerely,

**[Insert Signature]**

*[TEACHER SURVEY INVITATION LETTER]*

Dear Teacher,

By now you have received my email informing you about the 5Essentials Survey. As I noted in my earlier email, the 5Essentials Survey is a useful tool in the school improvement process. UChicago Impact will prepare individual reports for your school if at least 50 percent of the teachers participate in the survey.

No individual teachers, students, or parents will be identified in the school reports, and your principal will never see any individual level survey responses. We guarantee that survey responses will never be connected to your name. School reports only present summary information, such as the percent of teachers agreeing that they feel respected by parents.

This is your opportunity to give feedback on how your school is doing. By responding, you can bring attention to issues and concerns at your school anonymously. I urge you to participate in this short survey to help improve Delaware's schools for our children.

To complete the survey, please find the email invitation that was sent to you on February 1 from [5essentials@uchicago.edu](mailto:5essentials@uchicago.edu). Use your unique username and passcode and follow survey link to access the survey login page.

If you have any questions about the survey, please contact at 1-866-440-1874 or [5essentials@uchicago.edu](mailto:5essentials@uchicago.edu).

Sincerely,

[Insert Signature]

Privacy Policy: <https://survey.5-essentials.org/privacy/>

*[TEACHER SURVEY REMINDER LETTER]*

Dear Teacher,

This is a reminder to participate in the 5Essentials Survey. By now, you should have received an invitation to participate in the survey from 5essentials@uchicago.edu. As I noted in the previous message, the results from this survey can be a powerful tool to drive school improvement.

UChicago Impact and DDOE will release online reports for each school in Delaware and the results will be included in the 2016 Delaware Report Card Portal.

We guarantee that survey responses will NEVER be connected to your name. School reports only present summary information, such as the percent of teachers agreeing that they feel respected by parents.

This is your opportunity to give feedback on how your school is doing. We urge you to participate in this brief survey to help improve Delaware's schools for our children. To complete the survey, please find the email invitation that was sent to you on February 1 from [5essentials@uchicago.edu](mailto:5essentials@uchicago.edu). Use your unique username and passcode and follow survey link to access the survey login page.

If you have any questions about the survey, please contact 5Essentials at 1-866-440-1874 or 5essentials@uchicago.edu.

Sincerely,

[Insert Signature]

Privacy Policy <http://survey.5-essentials.org/privacy/>

*[PARENT SURVEY ANNOUNCEMENT LETTER]*

Dear Family of [school/district name] student,

Beginning February 1, teachers, families and students across Delaware will have an opportunity to share their voice to improve schools by participating in the 5Essentials Survey. This survey was designed to generate a detailed picture of the inner workings of your child's school and is aligned with the Delaware Department of Education's efforts to consider student, teacher, and parents experiences for school improvement. As a parent, this opportunity will allow you to share your thoughts on the important elements of school effectiveness in a survey about your child's school. **This survey is open to families of students of all grade levels, and a family may submit one survey per school.** In other words, if a family has three students attending three schools then they may complete the survey three times, once for each school. If a family has three children attending one school, they may only complete the survey one time for that school.

School-level reports will be generated if at least 20 percent of parents respond to the survey and will be released by DDOE to the public in May with the data appearing on the 2016 Delaware Report Card Portal and UChicago Impact's Delaware 5Essentials Report website. 5Essentials Reports will display summary information, such as the percent of parents agreeing that they feel comfortable raising concerns to their child's teacher. Teacher, parent, and student identities will be kept completely confidential and responses will not be linked to any individual.

Your identity and survey responses will be kept completely confidential and will never be connected to you or your child.

The 5Essentials Survey will be conducted February 1 through March 1, 2016. During this survey window, you may complete the survey for your school by visiting <https://survey.5-essentials.org/delaware/survey/parent> and selecting the parent survey. The parent survey only takes about 10 minutes to complete.

For more information about the 5Essentials Survey please visit <http://www.doe.k12.de.us/Page/2571>. If you have any questions or concerns, please contact at 1-866-440-1874 or [5essentials@uchicago.edu](mailto:5essentials@uchicago.edu).

Sincerely,

[Insert Signature]

Privacy Policy <http://survey.5-essentials.org/privacy/>



*[PARENT SURVEY INVITATION LETTER]*

Dear Parent,

By now you have received a letter informing you about the 5Essentials Survey. As I noted in the previous message, this is an opportunity for you to share your voice to provide useful data for school improvement. **This survey is open to families of students of all grade levels, and a family may submit one survey per school.** In other words, if a family has three students attending three schools then they may complete the survey three times, once for each school. If a family has three children attending one school, they may only complete the survey one time for that school.

We guarantee that survey responses will never be connected to you or your child. No individual will be identified in the school reports; school principals or teachers will never see any individual responses. School reports will only present summary information of how parents feel as a whole, such as the percent of parents agreeing that they feel comfortable raising concerns to their child's teacher.

This is your opportunity to give feedback on how your child's school is doing. We encourage you to participate in this survey and help improve Delaware's schools for our children.

Please visit <https://survey.5-essentials.org/delaware/survey/parent> to participate in the 5Essentials Parent Survey.

If you have any questions about the survey, please contact 5Essentials Customer Support at 1-866-440-1874 or [5essentials@uchicago.edu](mailto:5essentials@uchicago.edu).

Sincerely,

[Insert Signature]

Privacy Policy: <https://survey.5-essentials.org/privacy/>

*[PARENT REMINDER LETTER]*

Dear Parent,

This is a reminder to participate in the 5Essentials Survey parent survey. As I noted in the previous message, this is an opportunity for you to share your voice to provide useful data for school improvement. **This survey is open to families of students of all grade levels, and a family may submit one survey per school.** In other words, if a family has three students attending three schools then they may complete the survey three times, once for each school. If a family has three children attending one school, they may only complete the survey one time for that school.

We guarantee that survey responses will never be connected to you or your child. School reports will only present summary information of how parents responded as a whole.

School-level reports will be generated if at least 20 percent of parents respond to the survey and will be released by DDOE to the public in May with the data appearing on the 2016 Delaware Report Card Portal and UChicago Impact's Delaware 5Essentials Report website. 5Essentials Reports will display summary information, such as the percent of parents agreeing that they feel comfortable raising concerns to their child's teacher. Teacher, parent, and student identities will be kept completely confidential and responses will not be linked to any individual.

Your participation in the 5Essentials Survey will help to understand your child's school and guide improvement.

Please visit <https://survey.5-essentials.org/delaware/survey/parent> to participate in the 5Essentials Parent Survey.

If you have any questions about the survey, please contact 5Essentials at 1-866-440-1874 or [5essentials@uchicago.edu](mailto:5essentials@uchicago.edu).

Sincerely,

[Insert Signature]

Privacy Policy: <https://survey.5-essentials.org/privacy/>

*[PARENT NOTIFICATION OF STUDENT SURVEY LETTER]*

October 21, 2015

Dear Parent or Guardian,

We are writing to inform you about a student survey that will be administered at your child's school called the 5Essentials Survey. This survey, developed by the University of Chicago Consortium Chicago on School Research, asks students about their experiences in school. Having direct information from students is critical for developing plans to improve schools.

Students' identities will be completely confidential. Teachers or administrators will never see individual responses to survey questions only summary level responses, such as the percentage of students' who agree homework assignments help them learn the course material.

Please be aware that under the Protection of Pupil Rights Act. 20 U.S.C. Section 1232(c) (1) (A), you have the right to review a copy of the questions asked of your student(s). Survey questions can be found on the Delaware Department of Education's 5Essentials website: <http://www.doe.k12.de.us/Page/2571>

If you **DO NOT** want your daughter or son to participate, fill out the information below and ask your child to return this sheet to his or her teacher.

Thank you for your cooperation,

UChicago Impact

School Name: \_\_\_\_\_ Room # \_\_\_\_\_  
(Please Print)

I **DO NOT** want my child, \_\_\_\_\_, to take part in the  
CHILD'S NAME (PLEASE PRINT)  
5Essentials Survey.

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SIGNATURE OF PARENT OR GUARDIAN

DATE

UChicago Impact is a non-for-profit organization located at the University of Chicago. Our purpose is to provide tools and supporting services that create reliably excellent schooling for students in urban America.