

## 21<sup>st</sup> CCLC End-of-Year Stakeholder Surveys Frequently Asked Questions and Answers

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**Q: What is the due date for the surveys?**

A: The teacher and student survey must be received by the 21<sup>st</sup> CCLC Administrative Team by **Friday, May 6, 2016**. This means that surveys must be completed electronically by May 6, 2016. The survey links will be closed after this date. Guidance and due dates for the adult family member surveys will be provided soon.

**Q: Is there a deliverable associated with the surveys?**

A: Yes, the *End-of-Year Teacher, Students, and Adult Family Members Survey Data* deliverable is a May 2016 deliverable that must be uploaded by June 15, 2016. The documentation will be the spreadsheets of responses from the Teacher, Students, and Adult Family Members Surveys.

**Q: Some teachers prefer the paper survey because it is easier for them. What do I do if the surveys are not getting done?**

A: Though not preferred, if there are logistical barriers to having teachers directly complete the survey online, the sample teacher survey available on the 21<sup>st</sup> CCLC website could be copied and distributed to teachers for completion on paper and later entered online. However, someone on your staff **must enter the teacher reported survey data online**. Please **do not mail paper teacher surveys** to the 21<sup>st</sup> CCLC Administrative Team.

**Q: Is there a drop down box from which the students choose their center?**

A: On the Student Survey, students will need to select their appropriate center from a drop-down menu.

**Q: How many days does a student need to be enrolled to be considered regular?**

A: Students who have attended your program 30 days or more, since the start of the 2015-2016 program year, are classified as regularly attending.

**Q: If surveys are completed electronically, will program coordinators get access to data delineated by school center?**

A: Data spreadsheets for each survey will be provided to the program's main contacts via e-mail once all data have been submitted and processed. The spreadsheets will have each of your program's centers and their corresponding data.

**Q: Can we request paper surveys?**

A: The Adult Family Member Survey is the only survey that can be completed either by electronic or paper version. Subrecipients will soon receive print-ready PDF adult family member survey documents. Sample versions of the Teacher Survey and Student Survey are available on the 21<sup>st</sup> CCLC website; however, someone on your staff **must enter the teacher and student reported survey data online**. Please **do not mail paper teacher or student surveys** to the 21<sup>st</sup> CCLC Administrative Team.

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**Q: If the student is no longer attending, will they have to take the survey?**

A: If the student is no longer a part of 21<sup>st</sup> CCLC at the time of survey data collection, they do not have to take the survey. If they ARE receiving 21<sup>st</sup> CCLC services and are simply located somewhere other than the 21<sup>st</sup> CCLC program center, programs should make arrangements for those participating students to complete the survey.

**Q: How many days must a student have to be in the program in order to participate in the student survey? I have students who are not regular participating.**

A: All students who have participated at least one (1) day in your 21<sup>st</sup> CCLC program are eligible to complete the Student Survey. All students in 3<sup>rd</sup> through 12<sup>th</sup> grade who are currently participating in your 21<sup>st</sup> CCLC program should complete the Student Survey. Though recommended for 3<sup>rd</sup> grade and higher, the survey may also be completed (if desired) by children in grades kindergarten to 2<sup>nd</sup> grade with staff assistance.

**Q: When would the PDF version of the parent survey be available?**

A: The paper versions of the Adult Family Member Survey will be emailed to each subrecipient by early April. Each program will receive an English and Spanish version for each program center.

**Q: If we receive bent/folded surveys, should we make a Xerox copy and send the copy or send the original? Do we keep the originals for documentation?**

A: While you may not be able to control how the paper surveys are returned to you, you may elect to transfer the information onto a new survey sheet or you may mail the survey, as is, to the REU. Paper surveys should NOT be folded, stapled, creased, or printed on colored paper as they will be scanned.

**Q: Do we send the originals (paper versions) of the adult family member survey as well as enter online?**

A: Please choose only one option to submit the adult family member surveys, either on paper or online. Mailing the paper surveys and entering the information online will result in surveys being reported and counted twice. If family members elect to complete the survey on paper, programs do not need to enter the information online. Mail the paper surveys to the Research and Evaluation Unit for scanning.

**Q: Can the adult family member paper surveys be uploaded to the website?**

A: The paper version of the Adult Family Member Survey should be mailed to the 21<sup>st</sup> CCLC Administrative Team, Research and Evaluation Unit (REU). You may elect to enter the paper adult family member survey responses online but the REU can easily scan those surveys so we recommend you mail them to the REU. The Student Survey and Teacher Survey must be entered online either by the survey respondent or someone on your staff (if completed by paper).

**Q: Will we be able to see what teachers took the survey to ensure they were complete?**

A: Data are not available on which specific teachers completed the surveys. The Research and Evaluation Unit will provide the survey response counts for each program center twice during the survey administration period.

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**Q: Will the teacher survey need to be completed for all students that participate in the 21<sup>st</sup> CCLC program?**

A: The Teacher Survey is required to be completed for all regularly participating students (30 days or more). However, we recommend that you have teacher surveys completed for all currently participating students. This will allow you to gather information for students who may not currently meet the regularly participating criteria but will by the end of the program year. The Teacher Survey data must be reported in the federal data system for all regularly participating students during the 2015-2016 program year.

**Q: Is it possible to simply scan the hard-copy surveys and submit that?**

A: No. If you have collected the paper versions of the Adult Family Member Surveys, you may mail them all together to the 21<sup>st</sup> CCLC Administrative Team, Research and Evaluation Unit. Responses from the paper versions of the Teacher and Student Surveys must be entered online by your program's staff.

**Q: Can we request business reply envelopes for the adult family member surveys?**

A: Yes, programs will be able to request business reply envelopes between March 28<sup>th</sup> and April 5<sup>th</sup>. These envelopes are to be used only for the convenience and confidentiality of parents/guardians who wish to use this option for returning their survey themselves. All surveys collected by the program should be mailed in a regular (non-FDOE postage paid) envelope to the REU.

**Q: Are we targeting all parents or parents of regularly attending students?**

A: The Parent Survey is to be completed by parents of all currently participating students. Surveys are to be completed by only one adult family member for each student. For guardians who have multiple children attending the same center, they only need to complete one survey per center.