

# SY 2024 Indicator 8 Parent Involvement Survey Instructions

School districts, charter schools, secure care facilities, and the Arizona State Schools for the Deaf and the Blind (ASDB) are required to administer the annual, online-only survey from **mid-January through May 31, 2024**.

The State Performance Plan Indicator 8, Parent Involvement, requires ADE/Exceptional Student Services (ESS) to annually submit survey data on the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. The Indicator 8 target this year is **92.67%** (SY 23–24). This percentage, the Indicator 8 measurement, is calculated from answers to questions in completed surveys and is reported after the survey closes.

## Start early to achieve excellent results.

- Log into ADEConnect – ESS Portal – ESS Data Surveys – Parent Involvement Survey.
  - ✓ If you don't already have access to the survey application, or if you need to add users who should have the right to use this information and administer the survey, contact your entity ADEConnect administrator and ask to be assigned the *ESS Parent Survey: User*. [Contact the ADEConnect Help Desk](#) for assistance.
- ADEConnect ESS Parent Involvement Survey application tools:
  1. SY 24 PEA Survey Instructions and Student Login Codes\* will be posted shortly before the survey opens in mid-January 2024.
  2. User Instruction Letter
  3. Progress Report Instructions\*
  4. Question-by-Question Report Instructions\* **Note:** Past reports are currently available. The reports are useful to improve family engagement activities and Indicator 8 results.

\*The Student List and Report tabs are located below the “Welcome to the Exceptional Student Services” banner.

## Begin soon after the survey opens to distribute confidential Student Login Code/User Instruction Letters.

1. Student Login Code/User Instruction Letters must be given to all parents who have a child aged 3 through 21 with an IEP, including Private Day/tuitioned-out students.
2. Letters must be given to a parent of the student whose name appears in the upper left corner of the letter.
3. Give a Student Login Code/User Instruction Letter to students over 18 years of age, unless a parent has retained IEP rights. The parent who has retained special education rights will complete the survey, not the student.
4. Parents will receive separate instruction letters for each of their children who has an IEP. Should the respondent choose to retake the survey, the same login code can be reused.
5. A login error message will occur if the respondent uses the letter O rather than zero (0).
6. The Student Login Code/User Instruction Letter informs respondents that the survey is confidential.
7. Assure parents that school staff cannot access individual survey responses.

## Currently, ESS does not require a minimum participation (response) rate.

- Early in the school year, involve teachers, administrative office staff, and IT personnel to devise a distribution and follow-up plan.
- Continuous efforts to reach the highest possible participation rate will yield valid and useful data.
- Establish a method to track participants who have received instructions and follow-up contact.
- Use a variety of methods to boost participation (e.g., IEP and parent-teacher meetings, school events, direct mail, secure email or text, and home/school communication programs).

- Participation increases with individualized follow-up to confirm that instruction letters were received, and that input is valued.
- Visit the survey website for [information, updates, and family engagement resources](#).

### Data Collection

- Based on each, unique login code, the survey extracts demographic information about the child from AzEds (i.e., race, ethnicity, age, grade, disability category) and allows ESS to summarize results for individual PEAs and school sites.
- As required by IDEA '04, Indicator 8 measurements for PEAs with six or more special education students will be posted for public viewing on the ESS website. The Indicator 8 measurement is the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. **This measurement is not the percent of individuals who completed the survey.**
- After the survey closes, authorized users will have access to their PEA's Indicator 8 measurement of parent involvement. If more than six surveys were completed, the report will include a question-by-question summary and parent comments. Past reports are currently available. The reports are useful to improve family engagement activities and Indicator 8 results.
- The Indicator 8 measurement will be used for Program Support and Monitoring risk analysis.

### Survey Portal

- The short, online-only survey can be completed in less than ten minutes on a computer, tablet, or smart phone.
- Users are prompted to choose English or Spanish. For other languages, utilize the same methods you use to involve parents or students who are unable to read English or Spanish.
- Likert scale questions (Strongly Agree, Agree, Disagree, Strongly Disagree, Not Applicable):
  1. I work together with the IEP team as an equal partner to develop my or my child's IEP.
  2. I feel comfortable telling my ideas about how well special education services meet my or my child's needs.
  3. The teacher(s) keep(s) in touch with me regularly about my or my child's progress.
  4. My relationship with the school staff has a positive effect on my or my child's education.
  5. Administrators are available to discuss my questions or concerns.
  6. My school helps me to play an active role in my or my child's education.
  7. The school explains what choices I have if we disagree.
  8. Overall, I am satisfied with how my or my child's school makes it easy for me to be involved.

Open-ended question: *Responses to questions 1–8 are always confidential. Responses to question 9 will be confidential unless a student or a specific situation is identified.*

  9. How does your school encourage you to be involved?

Visit the ESS [Parent Involvement Survey web page](#) for resources and updates. Email questions to [the ESS Parent Survey inbox](#).