



# Administration Packet for SCDE 2025 Report Card Climate Surveys

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## **Section 1 – Overview**

The Education Accountability Act of 1998 specifies that, “school report cards should include information in such areas as...evaluations of the school by parents, teachers, and students.” Student, teacher, and parent/guardian opinion surveys have been designed to measure perceptions of three factors –

- Home and school relations
- School learning environments
- School social and physical environments

Feedback received in these surveys provide valuable information to principals, teachers, parents, school improvement councils, and community groups in their efforts to identify areas for improvement.

Section 1111(c)(4)(B)(v) of ESSA requires at least one indicator of school quality or student success. South Carolina uses teacher and student perceptions of school climate, as measured by school climate surveys developed per the Education Accountability Act of 1998. A School Climate indicator is calculated for each school based on the combination of three teacher perception factors and two student perception factors. Specifically, School Climate is derived from –

- Teacher perceptions of instructional focus
- Teacher perceptions of working conditions
- Teacher perceptions of safety
- Student perceptions of social-physical environment
- Student perceptions of safety

The Social-Physical Environment factor score is not reported or used for calculation of the School Climate for online or virtual schools.

The 2025 School Climate Survey administration window will use Ecollect forms for teachers, students, and parents/guardians. The forms will be accessed through users' respective PowerSchool portals (Teacher Portal, Student Portal, Parent Portal), although parents will not complete the survey within the Ecollect form; they will access the link to their Qualtrics form through Ecollect.

It is worth noting that URLs to access PowerSchool varies by user. While PowerSchool Administrators are most likely to use the URL with "admin" embedded inside, parents and students access their PowerSchool portals by replacing the word "admin" with "public" and teachers access PowerSchool by replacing "admin" with "teachers." Districts should ensure well in advance of the survey window opening that the correct portals are accessible to the correct users for the purpose of Climate Survey completion.

## **Section 2 – Schedule**

The 2025 survey administration window is February 24, 2025 at 1 AM through April 11, 2025 at 11:59 PM. All links and surveys will be available during this window.

Districts may choose beginning and ending dates within this window that are appropriate to their schedules to encourage survey participation. To avoid last minute-issues, a target completion due date may be selected earlier than April 11. This is up to district discretion but encouraged.

Districts and schools are responsible for informing and communicating with parents regarding accessing the Parent and Guardian Survey and the date by which this should be completed. Before, throughout, and approaching the end of the survey window, districts may want to do mass or targeted communication with parents to remind them of the date by which the survey should be completed.

Districts and schools are additionally encouraged to provide devices or internet access to families who do not have computers or internet access at home, enabling these families to complete the survey.

### *Ed-Fi publishing –*

During the survey administration window, district PowerSchool administrators should publish their survey data weekly, from the four survey categories on the Ed-Fi dashboard: Surveys, Survey Question, Survey Response, Survey Question Response. After the survey window closes, please publish the categories once more so that any responses submitted after business hours on the last day of the survey window are sent to Ed-Fi.

## **Section 3 – Contacts & Support**

Questions about climate survey administration procedures can be sent to [powerschool@ed.sc.gov](mailto:powerschool@ed.sc.gov)

To report technical issues or report support with Ecollect or PowerSchool, open a PowerSchool support case. To do this, users with a PowerSchool Community login will follow the steps below –

1. Log into PowerSchool Community
2. Open a new case (after navigating to the Case Portal page)
3. Select “Ecollect Forms” in the Product dropdown
4. In the Subject box, type the Subject of your issue. Scroll past the help articles and click “Continue to Case Creation”
5. *Account*: your district’s account
6. *Subject*: what you already entered for Subject, or further clarification if you’d like to edit
7. *Product*: Ecollect forms
8. *Priority*: select what is appropriate to your issue
9. *Business Impact*: Business Critical
10. *Description*: describe your issue in as much detail as you can, including screenshots when possible
11. When you receive a case number, send it to [powerschool@ed.sc.gov](mailto:powerschool@ed.sc.gov) and clarify if this is a survey-related case. The Data Collection team will escalate these cases during the survey window
12. When PowerSchool contacts you, be ready to answer their questions and assist in resolving the issue
13. If/when an issue is resolved, please email [powerschool@ed.sc.gov](mailto:powerschool@ed.sc.gov) to let our team know

## **Section 4 – Guidelines & General Reminders**

### *School Climate Indicator –*

- Results from the Teacher Survey and Student Survey will be used to calculate a School Climate indicator for use in school report card ratings.
- Following ESSA guidelines, School Climate indicator results will be available by subgroup in the [report card portal](#) under “Download Data.”

### *Anonymous Survey Result Reports –*

SCDE provides anonymous Teacher Survey and Student Survey result reports to schools using all survey responses rather than only the responses from teachers in continuous employment and students in continuous enrollment. Additionally, all Parent and Guardian Survey results are provided to schools.

### *Survey Coordinators –*

School principals should designate a staff person to serve as survey coordinator for each school. The person in this role will be responsible for keeping teachers, parents/guardians, and school administrators updated on survey procedures, due dates, and potential issues identified, as well as to communicate with [powerschool@ed.sc.gov](mailto:powerschool@ed.sc.gov) for support needs that SCDE can help with, and communicate with district-level PowerSchool administrators for Ecollect and PowerSchool issues.

### *Struggling Readers –*

A script is provided to read survey items to all students who require assistance. Please see the document entitled “Student Survey Administration Script” for more direction on oral administration.

### *Students in Special Education –*

Students in special education settings should participate in completing the survey as they are able. For example, students who do not participate in state standardized testing and take SC-ALT would be exempt from completing the survey. The script referenced above may be used for any students in special education taking the survey. If further accommodations are needed, reference a student’s IEP and apply the accommodations they have for other computer-based assessments.

### *All Surveys –*

#### On all surveys –

- Only one response may be submitted
  - Teachers who are employed at multiple schools and eligible to complete the survey in more than one will be asked to complete one survey per school
- All survey items, with one exception on the Student Survey, require responses. Required questions are indicated with a red asterisk (\*) at the end of each survey item before the listing of possible responses.
  - In any situations where a participant finds an item not applicable or has no opinion, use the “No Answer” response option.
  - Survey items have the following options, with the exception of the non-required item on the Student Survey –
    - Disagree
    - Mostly Disagree
    - Mostly Agree
    - Agree
    - No Answer
  - For the non-required Student Survey item, students should only respond if the item is applicable to their school experience.
- All surveys may be accessed from school or home devices.
- If school internet access issues occur, contact your school/district technology contact or PowerSchool Administrator.

### *Teacher Surveys –*

Teachers who have been continuously employed from the school’s 45<sup>th</sup> day of instruction to any point in the survey administration window are included in calculations for the School Climate indicator. Part-time teachers will be included in School Climate indicator calculations if they are on campus or virtually present for 50% or more of school time (FTE = .5 or higher).

The most updated Accountability Manual, housed on [this page](#), explains that “teachers are defined as professional certified staff (PCS) eligible to receive teacher supply monies per the most current code list posted at <https://ed.sc.gov/finance/financial-services/pcs-information/>

For the 2024-2025 school year, those codes and titles are listed below –

- 03 – Special Education (Itinerant)
- 04 – Prekindergarten (Child Development)

05 – Kindergarten  
06 – Special Education (Self-Contained)  
07 – Special Education (Resource)  
08 – Classroom Teacher  
09 – Retired Teachers  
10 – Library Media Specialist/School Librarian  
11 – School Counselor  
17 – Speech Therapist  
18 – ROTC Instructor  
23 – Career Specialist

#### *Student Surveys –*

Students who have been continuously enrolled in a school from the school’s 45<sup>th</sup> day of instruction to any point in the survey administration window are included in calculations for the School Climate indicator.

Students in grades two and below are not eligible to participate in the survey.

#### *Parent and Guardian Surveys –*

One parent or guardian of students enrolled in South Carolina public schools may complete one Parent and Guardian survey for each student. There is no restriction on what grade students are enrolled in for this survey; parents or guardians of students in any grade may complete the survey. Parents and guardians of students in PreK grades do not need to complete the survey.

### **Section 5 – Student Survey Administration**

#### *How Students will Access and Submit Student Surveys –*

See document entitled “Accessing Ecollect Forms SCDE Climate Survey,” navigate to Student Portal section, beginning on page three.

#### *Translation Options for Student Surveys –*

The student survey is available in eight languages, listed below:

- English
- Chinese Simplified
- Chinese Traditional
- Portuguese
- Russian

- Spanish
- Ukrainian
- Vietnamese

#### *Additional Guidelines for Student Surveys –*

- Sampling of surveys is not allowed. All students in the designated grades (3-12) should complete surveys.
  - Students absent on the day of survey administration or struggling to complete the survey are not required to complete.
- Student Surveys will not be administered to students in grades two or below. Please note that teachers and parents/guardians of students in grades two and below may still participate in their respective surveys.
- Please see the document entitled “Student Survey Administration Script” for instructions on reading the survey questions and guidance on defining unfamiliar terms for students.
- Ensure that teachers/proctors are familiar with survey administration instructions.
- If school internet access issues occur, contact your school/district technology contact or PowerSchool Administrator.

### **Section 6 – Teacher Survey Administration**

#### *How Teachers will Access and Submit Teacher Surveys –*

See document entitled “Accessing Ecollect Forms SCDE Climate Survey,” navigate to Teacher Portal section, beginning on page four.

#### *Additional Guidelines for Teacher Surveys –*

- Teacher surveys may be completed on any device and on or off school grounds.

### **Section 7 – Parent and Guardian Survey Administration**

#### *How Parents and Guardians will Access and Submit Parent and Guardian Surveys –*

See document entitled “Accessing Ecollect Forms SCDE Climate Survey,” navigate to Parent Portal section, beginning on page one.

*Additional Guidelines for Parent/Guardian Surveys –*

- Parent and guardian surveys are conducted for students at all grade levels.
- Parent and guardian participation is not used in school report card calculation.
- Parent and guardian responses from some survey questions may be displayed on school report cards.

**Section 8 – Monitoring Survey Administration**

Superintendents, accountability coordinators, school principals, and others may monitor how many teacher, student, and parent surveys have been completed for schools within a district.

*Parent and Guardian Survey Monitoring –*

This survey is accessed through Qualtrics, and a link to a dashboard similar to the one used in previous years will be made available. Contact [powerschool@ed.sc.gov](mailto:powerschool@ed.sc.gov) for assistance accessing this if needed.

*SCDE School Climate Survey Response Reports & Category Completion Reports –*

For details on running, filtering, reading, and downloading these reports, navigate to the document entitled “PS Survey Completion Reports.”