



## Climate Survey Completion Reports Monitoring Teacher & Student Survey Response Activity Within PowerSchool

### **POWERSCHOOL REPORTS FOR TEACHER AND SCHOOL CLIMATE SURVEYS –**

Districts cannot see Report Card School Climate Survey responses in PowerSchool, but two tools are available to assist districts with monitoring Teacher and Student Survey participation within PowerSchool. These two reports, Students Climate Survey Response Report and Teacher Climate Survey Response Report, have been designed specifically for SCDE School Climate Surveys. All fields in both reports are sortable.

1. SCDE School Climate Survey Response Reports –  
<https://www.youtube.com/watch?v=FVg6z7JYfMU>

*Home page > Data & Reporting > SCDE School Climate Survey Response Reports > select desired report (Teacher or Student)*

PowerSchool administrators can search the dataset using the search box in the top right corner of the screen, or search individual columns using the search box provided as part of the column.

Results can be exported to .csv files using the “.csv” button in the top left corner of the page. These reports can be run for one specific schools, a custom combination of schools, or the entire district.

- a. Students Climate Survey Response Report –
  - Records are displayed for all active students in grades three and up for the specific survey and school(s) selected.
  - The Student School Climate Survey to select for a given school year follows this naming convention: “20xx Student School Climate Survey.”
  - Students who have submitted a response for the survey will have a value of “Completed” in the “Completed” column; if a response has not been

submitted, “Not Submitted” will be displayed in the “Completed” column. These are the only two values that will be found in this column.

- There will be one record per student in the report.

**b. Teacher Climate Survey Response Report –**

- Records are displayed for active teachers/staff members who have access to TeacherPortal for the survey and schools selected (\*\*note that this does not include teachers who qualify according to EOC’s Accountability Manual to take the survey, but only those who have access to the survey in PowerSchool. A TeacherPortal account can be created for any teacher wanting or needing to take the survey).
- The Teacher School Climate Survey to select for a given school year follows this naming convention: “20xx Teacher School Climate Survey.”
- Teachers who have submitted a response for the survey will have a value of “Completed” in the “Completed” column; if a response has not been submitted, “Not Submitted” will be displayed in the “Completed” column. These are the only two values that will be found in this column.
- If a teacher/staff member is eligible to complete the Climate Survey for more than one school, multiple rows will be displayed for that individual: one row per school for which the teacher/staff member is eligible to complete the survey.

**2. Form Category Completion Report –**

[https://www.youtube.com/watch?v=B\\_5wpVdhv3A](https://www.youtube.com/watch?v=B_5wpVdhv3A)

*Home page > Data & Reporting > Form Reports > Form Category Completion Reports*

Using this report, users can filter to a specific survey. Additionally, subsets of students and/or staff may be selected from PowerSchool’s native selection functionality from the Start page and that same subset may be viewed in the Category Completion Report. This report can be run for one specific school, a custom combination of schools, or the entire district and can be exported to .json, xml, .csv, or .pdf files.

- The Category Completion Report shows the submission status for all ECollect forms within a form category. In the case of the School Report Card Climate Survey, the category is “SCDE School Climate.”
- The ECollect forms to select for any given school year follow this naming convention: “20xx Student School Climate Survey” and “20xx [Teacher/Student] School Climate Survey,” where the year value equals the year in which the school year ends.
  - For example, the 2024-2025 school year’s survey would be called “2025 Student School Climate Survey.”