



Administration Packet for the 2024 Report Card School Climate Surveys

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I. 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 opinion surveys have been designed to measure perceptions of three factors:

- home and school relations,
- the school’s learning environment, and
- the school’s social and physical environment.

Results 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 teachers’ and students’ perceptions of school climate, as measured by the school climate surveys developed per the Education Accountability Act of 1998. A School Climate indicator will be calculated for each school based on the combination of three teacher perception factors and two student perception factors. Specifically, School Climate will be derived from:

- Teacher Perceptions of Instructional Focus,
- Teacher Perceptions of Working Conditions,
- Teacher Perceptions of Safety,
- Student Perceptions of Social-Physical Environment, and
- Student Perceptions of Safety.

The Social-Physical Environment factor score is not reported or used in calculating School Climate for online or virtual schools.

For the 2024 School Climate Survey administration window, teachers, students, and parents/guardians will use Ecollect forms within their school’s respective PowerSchool portals (i.e., Teacher Portal, Parent Portal, and Student Portal) to access the surveys (or, in the case of parents and guardians, links to surveys). Note that URLs for accessing PowerSchool portals vary from district to district; typically, in place of the word “admin,” which is displayed in the PowerSchool URLs for PowerSchool administrators, Parent/Student Portal URLs include either the word “public” or “guardian,” and the word “teachers” is typically present in the case of Teacher Portal URLs. Districts should ensure that these portals are available to teachers, parents and guardians, and students for purposes of accessing the 2024 School Climate Surveys.

Teacher and Student School Climate Surveys

Teacher and Student School Climate Surveys will be delivered and submitted through Ecollect during the survey administration window. They will be released directly to teacher and student respondents to



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complete and submit through an Ecollect form accessible through Teacher Portal (for teachers/eligible staff members) or Student Portal (for students).

Parents and Guardian School Climate Surveys

The Parent and Guardian School Climate Surveys will be administered through the Qualtrics platform, and links to the Qualtrics surveys will be delivered to parents and guardians through Ecollect forms accessible through Parent Portal. Parents will use Ecollect to access the links to their Qualtrics survey for a given student, and they will submit their responses through the Qualtrics form.

II. SCHEDULE

The survey administration window is **February 26, 2024**, through **April 12, 2024**.

Districts choose the beginning and ending dates for administration of the surveys most appropriate to their schools' schedules. ***To avoid possible last-minute issues, a target completion due date may be selected that is earlier than April 12, such as a date within the last week of March or first week of April.***

Schools are responsible for informing parents how to access the Parent and Guardian Survey and providing the due date to complete the survey. As the due date for returning the Parent and Guardian survey approaches, schools may wish to contact parents and guardians to remind them of the due date. Schools are encouraged to provide access to a computer or mobile device to those families with no computer or internet access so that they may take the survey.

Teacher School Climate Surveys

February 26 at 1:00 a.m. : Survey is available to teacher respondents in Teacher Portal.

April 12 at 11:00 p.m. : Survey closes. No more responses will be accepted.

Student School Climate Surveys

February 26 at 1:00 a.m. : Survey is available to student respondents in Student Portal.

April 12 at 11:00 p.m. : Survey closes. No more responses will be accepted.

Parent and Guardian School Climate Surveys

February 26 at 1:00 a.m. : Qualtrics survey links are available to parents/guardians in Parent Portal.

April 12 at 11:00 p.m. : Survey closes. No more responses will be accepted.

School Climate Survey Ed-Fi Data Publishing

February 26-April 12 : District PowerSchool administrators should publish the data for their "Survey" categories in their PowerSchool Ed-Fi publishing dashboard weekly to ensure that the encrypted data are sent to the South Carolina Department of Education (SCDE). After the surveys have closed on April 12, it is advisable to also publish these categories the following Monday (**April 15**) to ensure that data are sent for any respondents who may have submitted their surveys later in the evening on April 12.

III. CONTACTS

Questions about School Climate Survey administration procedures should be sent to

PowerSchool@ed.sc.gov

To report technical issues and request support related to Ecollect or PowerSchool functionality, district technical contacts should open a PowerSchool support case by following the steps below:

1. Follow the link below:



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<https://help.powerschool.com/t5/Support/ct-p/Contact-Support>

2. Click “Case Portal” and log in (only district PowerSchool technical contacts will be able to log in).
3. Click the “New Case” button.
4. From the “Product” dropdown, select *Ecollect Forms*.
5. Type anything in the field below that; then wait a second until the “Continue to Case Creation” button appears (or if necessary, click the magnifying glass search icon to make that button appear at the bottom of the page).
6. Click the “Continue to Case Creation” button.
7. In the “Account” field, select your district’s account.
8. In the “Subject” field, type a subject such as: *Ecollect forms – SC school district issue*
9. In the “Product” field, select *Ecollect Forms*
10. In the “Priority” field, select the most appropriate category for the given issue.
11. In the “Business Impact” field, select *Business Critical*
12. In the “Description field, describe your issue providing as much detail as possible, *including screenshots to clarify the issue.*
13. Send your Support Case number to the SCDE Data Collection Team at PowerSchool@ed.sc.gov so that the team can escalate any issues having to do with Ecollect forms for the duration of the School Climate Survey window.
14. When a PowerSchool agent reaches out to assist you, respond to their outreach and work with them to resolve your issue.
15. Please notify the Data Collection Team at SCDE of your resolution by emailing PowerSchool@ed.sc.gov so that the team can ensure that districts are supported as efficiently as possible during this time.

IV. GUIDELINES AND GENERAL REMINDERS

School Climate Indicator

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

Anonymous Survey Result Reports

The South Carolina Department of Education (SCDE) provides anonymous Teacher Survey and Student Survey result reports to schools using responses from all teachers and students, not just those in continuous employment/enrollment. Parent and Guardian Survey results are also provided to schools.

Survey Coordinators

School principals should designate a staff person to serve as the school’s survey coordinator. This person will be responsible for keeping teachers, parents/guardians, and school administration informed of the Teacher Survey, Parent and Guardian Survey, and Student Survey procedures and due dates and report any problems to the South Carolina Department of Education (SCDE) by emailing PowerSchool@ed.sc.gov This person should reach out to their district-level PowerSchool administrator for assistance with Ecollect or PowerSchool-related issues.

Special Education Students

Special education students are to be included and should be provided the same accommodations used for computer-based testing.



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All Surveys

- Only one response may be submitted for a given survey.
 - For teacher respondents who provide instruction at multiple schools, this means one response for a given survey for a given school at which the teacher serves. Teacher Survey forms will clear once submitted due to automatic encryption.
 - For student respondents, this means that only one response for their school will be accepted. Student Survey forms will clear once submitted due to automatic encryption.
 - For parents and guardians, this means one Parent and Guardian Survey response per student.
- All questions/statements, with the exception of one “check all that apply” question on the Student Survey, must have a response; if nothing applies for the “check all that apply” question, nothing should be checked. In all other cases, for those questions/statements not applicable or for which the respondent has no opinion, the response “No Answer” should be selected.

Teacher Surveys

- Only response from teachers who have been continuously employed in the school from the 45th day of the school year to the completion date of the survey are included in the School Climate indicator calculations. Response from teachers completing a survey but leaving the school before the survey completion data will be included as well. Part-time teachers may complete a survey for a school if they are on campus or virtually present at that school for at least half of each school day or week (FTE in a teaching position = .5 or more).
- Please see the [2023-24 Accountability Manual for School Report Cards](#) (updated January 5, 2024) available on the Education Oversight Committee’s Accountability Manuals page, and do a Ctrl+f search within the document for “What Teachers are Included in the Indicator” to view the specifics information provided. As defined in the 2023-24 Accountability Manual for School Report Cards (updated January 5, 2024), “For the purposes of the School Climate indicator, 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/>.” Individuals with the following position codes should complete a survey:
 - 03 – Special Education (Itinerant) Teachers
 - 04 – Prekindergarten (Child Development) Teachers
 - 05 – Kindergarten Teachers
 - 06 – Special Education (Self-Contained) Teachers
 - 07 – Special Education (Resource) Teachers
 - 08 – Classroom Teachers
 - 09 – Retired Teachers
 - 10 – Library Media Specialists/School Librarians
 - 11 – Guidance Counselors
 - 17 – Speech Therapists
 - 18 – ROTC Instructors
 - 23 – In-school Career Specialists

Student Surveys

All students in grades 3 through 12 complete the Student Survey. Only responses from students who have been continuously enrolled in the school from the 45th day of the school year to the completion date of the surveys are included in the School Climate indicator calculations. Responses from students completing a survey but leaving the school before the survey completion date will be included as well. Student Surveys should not be administered to children in grades two and below.



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Parent and Guardian Surveys

All families of public school students may complete one Parent and Guardian Survey for each of their students. Only one survey per family should be completed per student. Parents and guardians of students in any grade may complete a survey. Parents and guardians of pre-K students do not need to respond to the Parent and Guardian Survey.

V. STUDENT SURVEY ADMINISTRATION

Additional Guidelines for Student Surveys

- Sampling is not allowed. All students in the designated grade should complete a survey. You do not need to have students complete a survey if they are absent on the day of administration or if they would have difficult reading and responding to the items.
- Student School Climate Surveys will not be administered to children in grades two and below (note that for schools with only grades two and below, the Teacher Survey and the Parent and Guardian Survey will, however, be conducted).
- The Student Survey may be accessed from a student's home computer.
- Each survey item, except for one "select all that apply" item, has five response choices:
 - Disagree
 - Mostly Disagree
 - Mostly Agree
 - Agree
 - No Answer

All survey items with the above response options must be marked. If a student has no opinion on these items or the statement is not applicable, the response "No Answer" should be marked for these items. For the "select all that apply" survey item, students should not select a response if no response is applicable.

- For students taking the survey at school, teachers should NOT read the survey items to the students, but they may answer student questions about the survey items. The script for teachers to use is below:
 - **Teacher Script**
Before starting the Student School Climate Survey, the teacher/proctor should read the following script to students:
"Today you are being asked your opinions about our school. There are no right or wrong answers. When you read each item, think about the entire year rather than a specific event or something that happened once or twice. Please provide honest and true answers so that we can change and improve our school. Do not talk to other students, but you can ask me a question if you do not understand a statement. For the majority of the survey, there are five choices for each sentence. Decide whether you disagree, mostly disagree, mostly agree, or agree with each sentence. Do your best to decide. If you do not know anything about the subject or the statement does not apply to you, please mark "Not Answer." There is one statement in which you may select all that apply. If none of the choices apply, you may leave that one statement blank."
(Example in which "No Answer" would make sense: Students attending a virtual school would mark "No Answer" to a question about the cleanliness of the school bathroom.)
- Schools must provide special education students with the same accommodations they receive in the classroom or for standardized testing. If the student is so disabled that the student cannot take a test on a computer, then the school would not expect that student to take the survey on a computer.
- Ensure that the teachers/proctors monitoring the student surveys are familiar with the administration instructions for your school.



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- Problems with your school’s internet access should be directed to your district technology or PowerSchool coordinator/administrator.

How Students will Access and Submit Student Surveys

Students will need a Student Portal account to access and submit the Student School Climate Survey.

Accessing the 2024 Student School Climate Survey form through the browser:

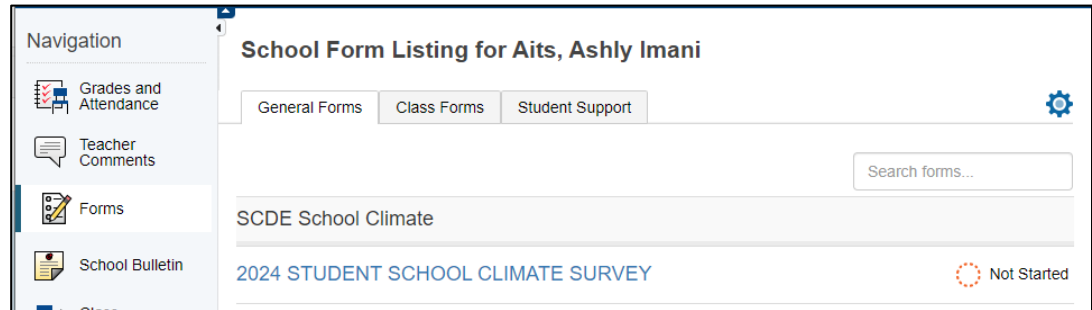
1. Navigate to the Student Portal login page.
2. Enter your Username and Password to log in to your Student Portal Account.

3. Select the ‘Forms’ link from the left-hand Navigation bar.
4. The 2024 SCDE School Climate Survey will appear on the ‘General Forms’ tab.
5. If needed or desired, click on the ‘Gear Icon’  in the top right corner to select ‘Translation Language Preferences’ to enable translated forms and their titles to appear in the selected language.

6. Click ‘Save’.
7. Click on the form titled ‘2024 STUDENT SCHOOL CLIMATE SURVEY’ to open the form. Translated form titles will appear in selected language.



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8. Click on the language dropdown in the upper right header of the form to toggle the form's language if needed or desired.



9. Complete the survey and click 'Submit.' The 2024 SCDE School Climate Survey will clear upon submission and can only be submitted once.

Accessing the 2024 Student School Climate Survey form through the PowerSchool Mobile App:
For this type of access, the most recent version of the app is recommended.

1. Locate your 'District Code.'
2. Navigate to the PowerSchool App on your mobile phone.
3. Enter your 'District Code' and click Submit.
4. Enter your username and password and log in to the mobile app.
5. From the Dashboard select 'More.'
Helpful Tip: You can also click 'Edit' then drag the 'Forms' icon to the navigation bar to organize tabs.
6. Click on 'Forms' to access forms that have been shared to the student account.
7. The 2024 SCDE School Climate Survey form will appear on the 'General Forms' tab.
8. Click on the 'Gear Icon'  in the top right corner to select 'Translation Language Preferences' if desired. Translated forms will appear in Selected Language.
9. Click 'Save'
10. Click on the form titled '2024 STUDENT SCHOOL CLIMATE SURVEY' to open the form.
Translated form titles will appear in Selected Language.
11. Click on the language dropdown at the top of the screen to toggle the forms language.
12. Complete the necessary information and click 'Submit.' The 2024 SCDE School Climate Survey will clear upon submission and can only be submitted once.



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VI. TEACHER SURVEY ADMINISTRATION

Additional Guidelines for Teacher Surveys

- The Teacher Survey may be completed using any computer with internet access. Teachers may use their home computers.
- Problems with your school’s internet access should be directed to your district technology or PowerSchool coordinator/administrator.

How Teachers will Access and Submit Teacher Surveys

Teachers/eligible staff members will need a Teacher Portal account to access and submit the Teacher School Climate Survey.

Accessing the 2024 Teacher School Climate Survey form through the browser:

1. Teachers and eligible staff will navigate to the Teacher Portal login page (Do NOT go through Teacher Portal Pro). Even staff who do not have a job description or position title of “teacher” must have a Teacher Portal account to access and submit the 2024 Teacher School Climate Survey form.
2. Enter your username and password to log in to your Teacher Portal account.
Note: Contact your district administrator if you do not have a Teacher Portal account.

PowerSchool SIS

Teacher Sign In

Username

Password

Sign In

3. Select ‘Forms’ from the left Navigation bar. Links may look different depending on your PowerSchool user interface.
4. Select ‘Other Forms’ tab.
5. The 2024 Teacher School Climate Survey form will appear on the ‘Other Forms’ tab.
IMPORTANT: Teachers who teach at multiple schools will need to toggle the school prior to seeing the next state survey, see steps 10-12.
6. Click on the form titled ‘2024 TEACHER SCHOOL CLIMATE SURVEY’ to open the form.

Navigation

PowerTeacher Pro

Start Page

Daily Bulletin

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Forms

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Calendars

P3

23-24 Year

Search forms...

SCDE School Climate

2024 TEACHER SCHOOL CLIMATE SURVEY

Not Started



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7. Notice the school listed under 'My School' at the top of the survey. This represents the school for which the survey will be submitted.

8. Complete the survey and click 'Submit.'
9. The 2024 Teacher School Climate Survey clears upon submission and can only be submitted once per school by a teacher; a teacher who serves multiple schools may submit only once for each school to which the teacher is associated.
Note: Once the 2024 Teacher School Climate Survey has been submitted, the form will be cleared, and the 'Submit' button is replaced with the message 'This form can only be submitted once.'
10. Teachers who teach at multiple schools (or staff eligible to complete the Teacher survey who work at multiple schools) need to click on the school that appears in the upper right corner of the Teacher Portal to select another school for which they wish to submit a survey. Select the name of the school for which you would like to submit a survey.

11. Repeat steps 4-8 to submit the 2024 Teacher School Climate survey for the school selected. Remember that the 2024 Teacher School Climate Survey clears upon submission and can only be submitted once per school by a teacher; a teacher who serves multiple schools may submit only once for each school to which the teacher is associated.
Note: Once the 2024 Teacher School Climate Survey has been submitted, the form will be cleared, and the 'Submit' button is replaced with the message 'This form can only be submitted once.'

VII. PARENT AND GUARDIAN SURVEY ADMINISTRATION

Additional Guidelines for Parent and Guardian Surveys

- The Parent and Guardian Survey is conducted for students at all grade levels.
- Parent and guardian participation is not used in school report card calculations.



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- Parent and guardian responses from several questions on the survey may be displayed on the report card.

How Parents and Guardians will Access and Parent and Guardian Surveys

Parents and guardians will need a Parent Portal account to access a link to the Parent and Guardian School Climate Survey delivered via an Ecollect form. They will then take and submit the survey in the Qualtrics platform to which the link directs them.

Accessing the 2024 Parent and Guardian School Climate Survey link through Parent Portal in the browser:

1. Navigate to the Parent Portal login page.
2. Enter your username and password to log in to your Parent Portal Account.

The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these buttons are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign in" button is at the bottom right of the form.

3. Select the Forms link from the left-hand Navigation bar.
4. Go to the 'General Forms' tab.
5. Click on the form titled '2024 PARENT AND GUARDIAN SCHOOL CLIMATE SURVEY' to open the form.

The screenshot shows the "School Form Listing for Acho, Leland Davontae" page. The left-hand navigation bar is visible, with the "Forms" link highlighted. The main content area shows a message: "Your preferences haven't been configured. To configure if and how you'll receive notifications for forms, please use the button below to set your preferences." Below this message are three tabs: "General Forms", "Class Forms", and "Student Support". The "General Forms" tab is selected. A search bar "Search forms..." is present. Under the "SCDE School Climate" section, the "2024 PARENT AND GUARDIAN SCHOOL CLIMATE SURVEY" is listed with a "Not Started" status.

6. Click on the link within the form.



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2024 PARENT AND GUARDIAN SCHOOL CLIMATE SURVEY
This survey is for parents and guardians who have children in South Carolina schools.

Instructions
Please follow the link below to complete the survey. This survey for parents and guardians will allow one submission per student. After the survey has been submitted, the link will no longer work, and additional survey responses cannot be submitted. Once the survey has been completed and submitted from the web site that appears, there is no need to return to this parent and guardian school climate survey Ecollect form within PowerSchool. It is only necessary to submit your responses within the survey that is linked to below.

Link to survey questions:
[Click here to go to the Parent School Climate Survey questions.](#)

7. On the Qualtrics survey page that appears, follow the instructions to complete and submit the survey.
8. Repeat the steps listed above if you have multiple students associated with your Parent Portal and you wish to submit a separate response for another student listed.

Accessing the Parent and Guardian School Climate Survey link through the PowerSchool Mobile App:

1. Locate your 'District Code.' The district code can be found in the bottom left corner of your Parent Portal.
2. Navigate to the PowerSchool App on your mobile phone.
3. Enter your 'District Code' and click Submit.
4. Enter your username and password to log in to the mobile app.
5. From the Dashboard select 'More'
Helpful Tip: You can also click 'Edit' then drag the 'Forms' icon to the navigation bar to organize tabs.
6. Click on 'Forms' to access forms that have been shared to the student account.
7. Go to the 'General Forms' tab.
8. Click on the form titled '2024 PARENT AND GUARDIAN SCHOOL CLIMATE SURVEY' to open the form.
9. Click on the link within the form to access, complete, and submit the survey.

VIII. MONITORING SURVEY PARTICIPATION

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

Parent and Guardian Survey Monitoring

For the Parent and Guardian Survey, which is submitted through Qualtrics, a link to a dashboard similar to the one provided last year will be made available.

Teacher and Student Survey Monitoring

For the Teacher and Student Surveys which are submitted through Teacher and Student Portals using Ecollect, districts cannot see survey responses in PowerSchool, but two separate tools in PowerSchool are available to assist with gauging Teacher Survey and Student Survey response activity. Please reach out to your district-level PowerSchool administrator if you are interested in using the tools listed below which are available to all school districts:



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- **SCDE School Climate Survey Response Reports**

These new reports have been designed specifically for School Climate Surveys and are filterable and downloadable. There are two of these response reports available that can be run from the district level (for one, several, or all schools within the district) and from the school level (for the given school):

- the Students Climate Survey Response Report and
- the Teacher Climate Survey Response Report.

SCDE School Climate Survey Response Reports	
Students Climate Survey Response Report	SCDE School Climate Survey - Students
Teacher Climate Survey Response Report	SCDE School Climate Survey - Teachers

- **Category Completion Reports**

The Category Completion Reports within PowerSchool have been enhanced to improve usability with School Climate Surveys in mind. It is now possible to filter down to a specific survey from the Category Completion Report. Additionally, subsets of students or staff may be selected from PowerSchool’s native selection functionality from the Start page, and that subset may be viewed from within the Category Completion Report by clicking the “Use Current Selection” checkbox.

Start Page > Reports > Other Reports > Category Completion

Category Completion Report

Teacher ▾ SCDE School Cli... ▾

2024 TEACHER SCHOOL CLIMATE SURVEY

Choose Schools Use Current Selection [Apply](#)