

SCHOOL EXPERIENCE SURVEY INSTRUCTIONS FOR STAFF AND STUDENTS

Thank you for taking the time to administer the Student School Experience Survey and for responding to the Staff School Experience Survey yourself. **SURVEY WINDOW: 02/12/24 – 3/22/24**. We look forward to providing useful information about your school in May 2024 when the results are published. If you have questions, contact us at SchoolExperienceSurvey@lausd.net or 213-241-5600.

IMPORTANT NOTE: ALL surveys are compatible with virtually any device that has internet access.

Staff Survey Instructions

Staff will receive an email from the School Experience Survey Team with instructions on how to access the survey. An alternative way to access the online Staff Survey is to click the staff survey link at <https://www.lausd.org/TakeTheSES> and follow the instructions below:

- 1) Select your school and role (e.g., teacher, counselor, other) from a drop-down menu.
- 2) Complete the survey
- 3) Take a screenshot of the “Thank You” page to give to your administrator if you need proof that you completed the survey.

IMPORTANT NOTES: No login required once staff access the survey home page. The Staff survey is anonymous and takes less than 30 minutes to complete.

Student Survey Instructions

Only students in grades **4 through 12** participate in the School Experience Survey. Teachers should schedule about 45 minutes to administer the survey. While most students complete the survey in less than 30 minutes, extra time will be needed to read instructions and ensure all students are able to log into the survey.

Step-by-Step Instructions for Administering Student Surveys

1. Schedule time to administer student surveys during class. Ideally students should take the survey on the same day at the same time, with make-up days scheduled for those who were not present during the whole-class administration.

2. **ON THE DAY OF SURVEY ADMINISTRATION READ THESE INSTRUCTIONS ALOUD:**

“This survey gives you a chance to tell LAUSD what you think of your school and the results will be used to help make improvements. Answer each question honestly. I will not see your individual answers, and neither will anyone else at the school. Using a mouse or the touchpad, select the response that best matches your experience AT THIS SCHOOL THIS YEAR.

You have the right to stop this survey whenever you wish. You do not have to answer any question that makes you feel uncomfortable. If you are unsure of an answer, make your best guess or leave the answer blank. Remember: This is not a test and there are no right or wrong answers. You may now begin.”

3. **Students in grades 4 through 12 will receive an email with their own personal link to the survey along with the following instructions on how to complete the survey:**

To take the survey:

1. Please click this link: **[UNIQUE LINK EMAILED TO EACH STUDENT]**
 2. Once you are on the survey home page, select your current grade level.
 3. Click on the “**Next**” button near the bottom of the page to begin the survey.
 4. If you are unable to access the survey, please ask your teacher for help.
4. **IF A STUDENT DID NOT RECEIVE AN EMAIL:** This means that the student was not included in the roster used to send emails to students. Rosters were pulled on January 12, 2024. New students cannot take the survey because they do not have enough experience with their current school. Their non-participation will **not** impact your school’s survey response rate.

STUDENT ADMINISTRATION SUPPORTS

The following supports will assist teachers to make sure their students understand the questions that are being asked on the School Experience Survey. If teachers believe that some of their students will find the questions or the vocabulary challenging, please implement the following supports. If you have questions, contact us at SchoolExperienceSurvey@lausd.net or 213-241-5600.

REVIEW STUDENT SURVEY QUESTIONS

All survey questions are posted online at <https://www.lausd.org/SchoolExperienceSurvey>. The survey questions can be found under Quick Links > Survey Questions. If you feel it would be helpful to your students, you may review the survey with your students before students begin to answer any questions they may have.

REVIEW STUDENT SURVEY VOCABULARY

Below is a list of vocabulary words and definitions to be used if students do not understand a word.

Vocabulary word	Spanish translation	Definition
1. accepted	1. aceptado	1. a good opinion of someone or something
2. accomplishment	2. logros	2. something done successfully
3. achieving	3. logrando	3. to get or reach (something) by working hard
4. activities	4. actividades	4. actions of a particular kind
5. assignment	5. asignaciones	5. a job or duty that is given to someone
6. attention	6. atención	6. carefully listening to or watching someone or something
7. bully	7. bully	7. someone who frightens, hurts, or threatens weaker people
8. capable	8. capaz	8. able to do something
9. challenging	9. desafiante	9. a difficult task or problem: something that is hard to do
10. compliment	10. elogio	10. saying something good about someone or something
11. criticize	11. criticar	11. to express disapproval of (someone or something)
12. decision	12. decisión	12. a choice that you make about something after thinking about it
13. difficult	13. difícil	13. not easy: takes much work or skill to do or make
14. directions	14. direcciones	14. a statement that tells a person what to do and how to do it: an order or instruction
15. disagreed	15. desacuerdo	15. to have a different opinion: to fail to agree
16. distractions	16. distracciones	16. something that makes it difficult to think or pay attention.
17. evidence	17. evidencia	17. something that shows something else exists or is true.
18. extra-curricular	18. extracurricular	18. extra activities that can be done by students but are not part of regular classes
19. government	19. gobierno	19. people who control and make decisions for a country, state, etc.
20. LGBTQ	20. LGBTQ	20. LGBTQ (see below)
21. naturally	21. naturalmente	21. something that happens by itself without being controlled or changed by someone
22. neighborhood	22. barrio	22. a section of a town or city
23. organizations	23. organizaciones	23. companies, businesses, clubs, etc., that are formed for a particular purpose
24. participate	24. participar	24. to take part with others in doing something
25. remembered	25. recordado	25. to think of (something or someone from the past) again
26. respectful	26. respetuoso	26. being thoughtful in the way you treat others
27. information	27. información	27. facts or details about something
28. conclusions	28. conclusiones	28. a final decision or judgment
29. supportive	29. dar apoyo	29. giving help or encouragement to someone
30. inviting	30. invitando	30. attractive in a way that makes you want to do something or be near someone

20. LGBTQ (from Defining LGBTQ Words for Children)

Lesbian – People who love people of the same gender. Two women.

Gay - People who love people of the same gender.

Bisexual - People who love people of any gender.

Transgender - When your gender identity (how you feel) is different than what was assigned to you when you were born (girl/boy or sex assigned at birth).

Queer - People use this word as a way to identify with and celebrate people of all gender identities and all the ways people love each other.