

TITLE: 2023-24 College and Career Readiness Survey

NUMBER: REF-068900.5

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ROUTING
Regional
Administrators
Principals
Other Site
Administrators
School
Administrative
Assistants

PURPOSE: The purpose of this Reference Guide is to provide instructions for schools and Regional Districts for the administration of the College and Career Readiness Survey. Results from this online survey will inform District practices and services that support students in grade 12 as they plan for and transition to college and/or career.

MAJOR CHANGES: This Reference Guide replaces REF-068900.4 issued on March 31, 2023. Changes to this version include:

- Updated calendar dates for College and Career Readiness Survey administration.
- Updated enrollment criteria for student survey participation eligibility.

BACKGROUND: The District launched the College and Career Readiness Survey to provide central office and school sites with information about high school students' experiences planning for, applying to, and enrolling in college and also about their career planning. This survey asks students in grade 12 questions about:

- the types of college- and career-related support they received during their high school years,
- the challenges they faced during the college application and enrollment process,
- the colleges to which they applied and to which they were accepted,
- the types of financial aid they have been awarded, and
- the colleges at which they plan to enroll once they graduate high school

INSTRUCTIONS: **I. SCHOOL RESPONSIBILITIES**
Students in grade 12 at all traditional high schools, special education schools, continuation schools, and affiliated charter schools should complete this online survey. To ensure that survey results are reflective of student needs and experiences at your school, please takes steps to ensure

that all eligible seniors participate in the College and Career Readiness Survey.

A. Survey Administration

The administration of the 2023-24 College and Career Readiness Survey will take place between **May 1 and June 11, 2024**. Schools must administer the survey to eligible students in grade 12 *no later than the last day of the survey window* (Friday, June 11, 2024).

To access the College and Career Readiness Survey, students must:

1. Open the email sent to their LAUSD MyMail account inbox.
2. Click the link provided in the email [Note: Each student will receive his/her/their own UNIQUE URL]
3. Once student is on the survey home page, they select their current grade level and then click on the “Next” button near the bottom of the page to begin the survey.

Note: Students who enroll after April 1, 2024, should not participate in the survey. They will not receive an email and they will not be able to log into the survey.

Most students will need less than 25 minutes to complete the survey.

While schools can choose any time during the school day to administer the survey, at least 40 minutes should be scheduled so that all students have time to login to their school-approved electronic device (e.g., Chromebook, desktop/laptop computer, cell phone) and complete the survey.

Confidentiality of Survey Data: Survey results are confidential and no identifiable data are ever shared with school sites or third parties. Only LAUSD’s Data Privacy, Analysis, & Reporting Branch staff (not school site staff) can access the full survey data and must adhere to strict data privacy protocols. Results are only shared in a de-identified format and are publicly reported as summary data only if there is a sample size of at least 11 individuals.

B. Communication

Schools need to communicate with school community members to ensure students, staff, and parents know about the survey and understand why it is important for students to complete the survey.

NOTE: To help schools monitor participation rates, weekly updates will be posted online at <http://achieve.lausd.net/ccrs> during the survey window and also shared with Regional Superintendents and administrators each week.

**RELATED
RESOURCES:**

College and Career Readiness Survey website:
<https://achieve.lausd.net/Page/15712>
Guiding Postsecondary Success for L.A. Unified:
<http://achieve.lausd.net/GPS>

ATTACHMENTS: None**ASSISTANCE:**

For assistance with survey administration issues or general questions, call the Data Privacy, Analysis, & Reporting Branch at (213) 241-5600 or send an email to SchoolExperienceSurvey@lausd.net.

For questions about college readiness initiatives in the District, contact Carol Alexander (carol.alexander@lausd.net) in the Division of Instruction.