

# Delaware School Climate Survey Coordinator Checklist

16-17 SY DSCS

Coordinator: \_\_\_\_\_

(Only 1 coordinator per bldg)

## TIMELINE OF COORDINATOR ACTIVITIES

**September/  
October:**

As identified DSCS coordinator, review timeline. Connect with previous building coordinator as applicable.

Look at DSCS enrollment information and complete the enrollment survey by November 4th.

*Be prepared to have this information on hand:*

*Total # of instructional staff:* \_\_\_\_\_

*Total # of students by grade:* \_\_\_\_\_

*Total # of Spanish-speaking households:* \_\_\_\_\_

*Format of student survey* \_\_\_\_\_

*(paper/online):* \_\_\_\_\_

*Format of home survey* \_\_\_\_\_

*(paper/online/both):* \_\_\_\_\_

Talk to leadership team, staff, administration about survey (impact/importance)

Review survey administration directions. Prepare and ask questions as needed.

**November:**

Notify staff of survey window and remind them about value of this data.

Look out for completion percentages via email from DE-PBS; remind staff accordingly.

Consider using faculty/department meeting time to complete surveys.

**December:**

Look out for completion percentages via email.

Remind staff about completing surveys.

Prepare for student/home survey administration after break.

**January:**

Look for arrival of paper survey materials. Plan for paper dissemination/coordination of computer labs.

Start collecting student and/or home surveys.

**February:**

Keep collecting student and/or home surveys.

**March:**

Make sure to submit all materials/responses to DE-PBS Project by February 24th (if not sooner).

**April:**

Whew - take a break! Job well done!

**May:**

RSVP and attend the DSCS Workshop (sponsored by DEDOE and DE-PBS) - 5/11/17.

**June:**

Share DSCS data with school community and help team action plan around improving climate.