Directions for Taking the School Climate Survey

The Link below will bring to the School Climate Survey. You can copy this URL to send to all stakeholders.

https://montanaopi.sjc1.qualtrics.com/jfe/form/SV_eL05aD6xN9k8svk

1. Getting Started

- When the School Climate Survey is first opened, there will be some preliminary questions to get each stakeholder to the right set of survey questions.
- Please show your students which survey to take either the grades 3-8 or grades 9-12. The questions are worded differently for each grade band.

2. Rating Scale

- The Scale is scored as follows:
    - 1 = Strongly Agree
    - 2 = Agree
    - 3 = Neutral (I don't have strong feelings one way or another)
    - 4 = Disagree
    - 5 = Strongly Disagree

4. District Survey Window

- Each district will independently determine the window of time responses will be accepted.
- The district should communicate the response deadline clearly to all stakeholders.
- When the response window closes, the district superintendent should:
    - Go to School Accreditation
    - Click on School Climate Survey
    - Click on Request District School Climate Access

5. Receiving Results

- If the District Superintendent previously requested access to the School Climate Survey Dashboard, they can simply log in to view and download their district's current School Climate Survey results.
- New District Superintendents who need access to the dashboard should submit a request to OPI.
- OPI staff will contact the superintendent directly with assistance and next steps for accessing the dashboard.

Additional Information and Suggestions

- Parents/Caregivers with children in more than one school, have the option to fill out a survey for each school.
- If there is more than one child at the same school, complete only one survey.
- To support parents and caregivers in participating, set up some laptops on a table at events.
- Set up a time for classes to take the survey at the same time.
- Set-aside time for staff to take the 20-question staff survey at a staff meeting.

Troubleshooting Tips

If you or your stakeholders have trouble opening the School Climate Survey, try the following steps:

1. Clear Cache and Cookies

- Follow the instructions for your browser:
    - Google Chrome
    - Microsoft Edge
    - Safari

2. Restart the Device

- Restarting can help clear temporary issues preventing the CNA from loading properly.