



School Community Feedback Survey Deployment Help Document

A complete sample of the live surveys are available at:

<https://www.research.net/r/saisP> Parents

<https://www.research.net/r/saisF> Faculty

<https://www.research.net/r/saisS> Students

If there are questions or wording that do not apply or are not appropriate to your school community, please feel free to discuss options with us.

For additional help or further information, please contact:

Sheri Burkeen, Director of Research and Resources

sheri@sais.org

Carole Weems, Accreditation and Survey Manager

carole@sais.org



Survey Registration

- Access the survey [registration form](#).
- Create an account to be able to save your progress and return to this form at a later time.

Provide Stakeholder Information

Estimate the number of participants for each group:

- Parents (most schools send to both parents)
- Students (usually grades 9-12, no younger than 6th grade)
- Faculty/Staff

Survey Options and Pricing

SAIS members:

- Parent Survey: \$400
- Faculty/Staff Survey: \$400
- Student Survey (grades 9-12): \$400

SAIS members: \$1000 for all three surveys

Non-members: \$1500 flat rate for any combination

Student Survey Options

The student survey can be sent by email invitation or weblink.

- Email invitations (provide student emails)
- Weblink (supervised in-class completion)
 - Link provided by SAIS
 - Link distributed by the school

*Note: Notify parents if surveying students.

Survey Timeline

1. Pre-notification: 3-5 days before launch (sent by school)
2. Launch: Sent by SAIS (Tuesday, Wednesday, or Thursday recommended)
3. First reminder: 2-3 days after launch (sent by SAIS)
4. School update: 4-6 days after launch (optional, sent by school)
5. Second reminder: 6-8 days after launch (sent by SAIS)
6. Survey closes: 10-12 days after launch
7. Thank you message: 1-3 days after closing (sent by school)
8. Survey report: 10-14 days after closing

Prepare Email List

Create an Excel file with three columns:

1. Email address
2. Salutation (e.g., "Dear Mr. Smith" or "Dear School Parent")



3. Stakeholder group (Parent, Student, Staff)

Notes:

- One unique email per person
 - Parents who share an email address will only receive one survey
- Combine all stakeholder groups in one file
- Faculty who are also parents can be included as both staff and parent
- Registration is not complete until this file is uploaded

Optional Add-ons and Custom Questions

No charge optional sections available:

- Dining services
- Uniforms and dress code
- Faith-based programming

Custom questions:

- Open-ended: \$50 each
- Rating/matrix/multiple choice: \$50 each

*Contact sheri@sais.org to design custom questions.

Complete Registration and Payment

1. Upload email list
2. Select any add-ons
3. Provide additional information if needed
4. Pay by credit card



Suggested School Communication

Initial Notice - Pre-Notification sent from the school two to three days before the survey launches.

We're excited to announce a quick, 10-minute survey to gather valuable insights about our school. Your feedback is crucial in shaping our programs and culture, and we genuinely want to hear from you.

Our accrediting agency, SAIS, will conduct this confidential survey. Look for an email with the subject "An Invitation from [School Name]" on [DATE FOR LAUNCH]. This email will contain your personal link to the survey.

The survey is anonymous, and results are reported in groups such as "middle school parents" or "lower school faculty." Your name or email address will not appear in the report.

Your honest opinions will help us continue to improve and provide the best possible experience for our entire school community. Thank you in advance for your participation.

School Update – sent in a regularly scheduled communication with stakeholders: newsletter, weekly folder, etc.

Our school survey is in full swing, but we're still missing some important voices. Your unique perspective is crucial in shaping our school's future. If you haven't had a chance to respond yet, now is the perfect time. It takes just 10 minutes to complete, and the survey closes on [CLOSE DATE].

Haven't received the survey link? No worries! Contact us at [email address for help], and we'll ensure you can participate.

Your feedback is the cornerstone of our continuous improvement. Let's work together to make our school even better!

Thank You Note After the Survey Closes – sent in a regularly scheduled communication with stakeholders: newsletter, weekly folder, etc.)

Thank you to all who participated in the survey. Your opinions matter a great deal, and we are glad to have heard from so many of you. We will receive the compiled survey reports from SAIS soon, and will be using the information to guide (strategic plan, school initiatives, goals for the coming year, etc.).