

Family Engagement Survey Overview/Instructions

Thank you for your interest in administering the *Family Engagement Survey*. This document provides an overview of the survey and instructions for administering it through the [districttools.org](https://www.districttools.org) website. For instructions on general use of the website, [click here](#).

In this document, you will find the following sections:

1. [Overview](#)
2. [Launching a Survey](#)
3. [Distributing/Administering a Survey](#)
4. [Taking a Survey](#)
5. [Checking Response Rates](#)
6. [Viewing Results](#)
7. [Interpreting Results](#)
8. [Closing a Survey](#)
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Section 1: Overview

The *Family Engagement Survey*¹ is an online survey designed to inform district and building leaders about their district/building's success at engaging parents in the education of children. There are currently 2 versions of the survey. Both are designed to be distributed to every student's parents/guardians and measure the same domains, but version 2 offers deeper data on family and school partnerships. Version 2 was released in 2022 and is the recommended survey unless you are wanting to compare data from previous years.

The *Family Engagement Survey*:

- Evaluates the engagement of parents/guardians within five separate domains.
 - Do staff members create a **welcoming environment** for parents?
 - Do staff members collaborate with parents in **supporting student learning**?
 - Do staff members practice **effective communication** with parents regarding their children's education?
 - Do staff members practice **sharing power and advocacy** with parents regarding their children's education?
 - Do staff members facilitate **community involvement**?
- Is based on the PTA National Standards for Parent-School Partnerships.
- Is sensitive to change.
- Is quick and easy to complete online, resulting in a high response rate.
- Empowers parents to affect meaningful change in district/school culture.
- Produces reliable results across grade levels.
- When used in conjunction with other data, the *Family Engagement Survey* provides administrators and educators the opportunity to recognize strengths in their family engagement practices and create strategies for improvement.
- Responses are confidential. No personally identifiable data is included in the automatically generated summary reports. Additionally, district- and building-level data will not be available to anyone if they are neither a website administrator nor expressly granted access to the results through a membership invitation on your district Dashboard page. If you have any additional questions or concerns regarding your data, please contact tasneval@ku.edu.

¹Gaumer Erickson, A. S., Groff, J., Noonan, P. M., Monroe, K., Haught, T., & Huff, T. (2022). *Family Engagement Survey—Version 2*. KSDE Technical Assistance System Network (TASN). <https://www.districttools.org/districts>
Noonan, P.M., Gaumer Erickson, A.S., Groff, J. (2015). *Family Engagement Survey*. Kansas Technical Assistance System Network (TASN). Adapted from Family Engagement: A critical component to building an empowering culture in Kansas Multi-Tier System of Supports (MTSS). Topeka, KS: TASN.

The *Family Engagement Survey, version 1*, consists of the following 15 items rated on a Likert-type scale from 1 (*Strongly Disagree*) to 5 (*Strongly Agree*).

	Strongly Disagree				Strongly Agree
	1	2	3	4	5
1. In this school, staff (e.g., administrators, teachers, counselors) build positive relationships with families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. When I walk into this school, I feel welcome.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I am invited to a variety of events about student learning (e.g., open house, new family orientation, back to school nights, or literacy/math nights).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The school offers an easy-to-navigate website with meaningful information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. School staff listen to my concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I'm provided understandable data on my child's progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. In this school, staff regularly communicates with me (e.g., communication notebook, letters, postcards, email, phone calls, texts, website, or newsletters).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I'm provided clear information about policies, programs, and improvement efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. School staff consult me before making important decisions about my child's education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If my child receives additional supports, I am provided with information about these supports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. School staff keep me well informed about how my child is doing in school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I have a good working relationship with school staff in which we solve problems together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I'm provided useful information about how to support my child's learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The school partners with businesses and community organizations in a variety of ways (e.g., volunteer opportunities, field trips, guest speakers, mentoring, tutoring, or leadership team participation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The school helps my family connect with community resources that we need.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The *Family Engagement Survey -- Version 2*, consists of the following 20 items rated on a Likert-type scale from 1 (*Strongly Disagree*) to 5 (*Strongly Agree*).

	Full Scale: 1=Strongly Disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree	Strongly Disagree				Strongly Agree
		1	2	3	4	5
Welcoming Environment	1. School staff (principals, teachers, counselors, office staff) are welcoming to my family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. School staff seek my input to better understand my child and family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. I feel my child is valued and cared for in this school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. School staff value the diversity and uniqueness of my family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective Communication	5. I am informed of upcoming events and how to contact school staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. School staff communicate with me in my preferred language using words that are easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Teachers regularly inform me about what my child is learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. School staff regularly inform me of my child's progress with easy-to-understand data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Teachers contact me to tell me positive things about my child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Student Learning	10. I can easily find information about my child's progress (assessments, assignments, attendance).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. My school provides helpful information about how to support my child's learning at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. During conferences, teachers and I exchange valuable information about my child's strengths and challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13. Teachers help my child see personal and academic strengths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharing Power & Advocacy	14. School staff encourage me to share concerns about my child's academic, social, and emotional wellbeing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15. School staff consider me an important partner in making decisions that are in the best interest of my child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16. I trust the school administration to make decisions that are in the best interest of <i>all</i> students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17. I have opportunities to provide input into school policies, programs, and improvement efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Involvement	18. The school partners with businesses and community organizations in ways that promote students' learning (volunteer opportunities, field trips, guest speakers, mentoring, summer and afterschool programs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19. Partnerships with businesses and community organizations help expand my child's awareness and involvement in our community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	20. The school helps families connect with needed community resources and supports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Family Engagement Survey-Version 2 also consists of one open ended question and 4 demographic questions;

- Do you have suggestions on how the school can better engage and support your family?
- Which of these best describes the races/ethnicities in your home? (Check all that apply)
 - Participants are given 7 options to choose from including Other and Prefer not to answer
- Does your family speak languages other than English in your home?
- Does your family qualify for free/reduced lunch rates?
- Do you have a child who receives special education services (IEP, IFSP) at this school?

The *Family Engagement Survey—Version 1* was tested for reliability using Cronbach’s coefficient alpha² with 10,663 parent responses during the 2017-2018 school year. The data set includes 640 parent responses from pre-schools, 6,033 from elementary schools, 1,870 from middle schools, 1,943 from high schools, and 177 from junior/senior high schools. Data from the Family Engagement Survey-Version 2 is currently being analyzed.

The family engagement survey was found to be highly reliable (15 items; $\alpha = .970$). The *welcoming environment* domain consisted of two items ($\alpha = .878$), the *supporting student learning* domain consisted of four items ($\alpha = .894$), the *effective communication* domain consisted of four items ($\alpha = .885$), the *sharing power and advocacy* domain consisted of three items ($\alpha = .904$), and the *community involvement* domain consisted of two items ($\alpha = .872$). The table below provides reliability analyses by school level.

² Cronbach, L. J. (1951). *Coefficient alpha and the internal structure of tests*. *Psychometrika*, 16, 297–334.
Cronbach, L. J. (1988). *Internal consistency of tests: Analyses old and new*. *Psychometrika*, 53, 63–70.

	Pre-K	Elementary	Middle	High	Jr/Sr High	All Schools
N	640	6033	1870	1943	177	10663
Welcoming Environment	0.918	0.875	0.840	0.853	0.902	0.878
Supporting Student Learning	0.926	0.889	0.876	0.871	0.892	0.894
Effective Communication	0.895	0.884	0.871	0.860	0.874	0.885
Sharing Power and Advocacy	0.926	0.899	0.890	0.876	0.917	0.904
Community Involvement	0.927	0.870	0.853	0.836	0.884	0.872
Overall	0.977	0.969	0.964	0.963	0.970	0.970

Section 2: Launching a Survey

When you’re ready to launch the *Family Engagement Survey* for your district or any of its buildings:

1. Click the **Create New Survey** button on your district’s districttools.org Dashboard page.

Example District Dashboard

Instructions for General Site Use
Family Engagement Survey Overview/Instructions
Inclusive MTSS Implementation Scale Overview/Instructions

Surveys

Create Report

Create New Survey



2. Select **Family Engagement Survey – Version 2** from the *Survey* dropdown menu.

Create a New Survey

* Survey

Family Engagement Survey – Version 2

3. **Create a short URL** for your survey by typing text in the *Short URL* box. This gives respondents a simple option for accessing the survey. In the example below, respondents could type districttools.org/usd100families into their web browser to access the survey. Additional ideas to simplify survey distribution are included in **Section 3: Distributing/Administering a Survey**.

* Short URL:

https://districttools.org/ usd100families

This creates a short URL for your survey, like: https://districttools.org/example

4. Ensure that all the buildings for which you want to gather responses are included in the list and that the boxes beside their names are checked. For instructions on adding buildings to your district, refer to **Section 4: Adding Buildings** in [the General Site Usage Instructions](#).

Buildings

- ☒ Example Elementary
- ☒ Example Middle
- ☒ Elem 12
- ☒ Example High School

5. Click *Create Survey*.

Create a New Survey

* Survey

Family Engagement Survey – Version 2

Additional Questions:

If you would like to add additional questions to the end of this survey, paste the URL of the survey you've created in the box above. Note that responses to outside surveys will not graph or be collected through this site but will allow you to avoid sending multiple survey links to the same individuals.

* Short URL:

https://districttools.org/ usd100families

This creates a short URL for your survey, like: https://districttools.org/example

Buildings

- ☒ Example Elementary
- ☒ Example Middle
- ☒ Elem 12
- ☒ Example High School

Create Survey

Nevermind

6. Your new *Family Engagement Survey* will now appear on your district Dashboard page.

Surveys						Create Report	Create New Survey
Survey Name	Status	First Opened	Closed	Responses	Edit		
Family Engagement Survey – Version 2	Open	2021-12-20		0	Edit		

Section 3: Distributing/Administering a Survey

Now that your survey is ready to go, it's time to gather responses! Strategize ways to disseminate the survey link you created to parents/guardians (in the example survey created in the previous section, this would be www.districttools.org/usd100families).

If you **need to access this link again**, click on the survey name on your district's Dashboard page.

Surveys						Create Report	Create New Survey
Survey Name	Status	First Opened	Closed	Responses	Edit		
Family Engagement Survey – Version 2	Open	2021-12-20		0	Edit		

After you click on the survey name, the link you created for the survey will appear under the share title.

CTASN District Tools All Districts All Users All Surveys State Dashboard Hello Logout						
Family Engagement Survey – Version 2						
District: Example District						
Survey Name	Status	First Opened	Closed	Responses	Share	
Family Engagement Survey – Version 2	Open	2021-12-20			https://districttools.org/fes2-test	

The survey is designed to be completed once per school. If the parent/guardian has children in multiple schools, the survey will prompt them to respond multiple times – once for each district building in which they have a child/children enrolled.

Ideas for disseminating the survey link include:

- Having parents complete the survey as part of parent/teacher conferences or some other school event.
- Emailing parents the survey link.
- Distributing the survey link in a letter sent home with students asking parents to complete the survey.

Below is sample text for an email/letter to send to all parents/guardians in your district.

We are asking for your feedback to measure how well [District or School Name] engages families in the education of your children. Please follow this link to complete this brief, 15-item survey to let us know how we're doing.

[\(LINK\)](#)

Thank you.

Sincerely,

Section 4: Taking a Survey

When a parent/guardian accesses the survey link, they will immediately see a page that identifies your district and asks them to select the language in which they'd prefer to complete the survey.



Example District

Family Engagement Survey—Version 2



Once the parent/guardian has selected their preferred language, they will be instructed asked to select a building and given the instructions **“If you have children in more than one school in this district, please answer for one school at a time.”** If they select the *Other* option, they will receive an additional prompt to identify the building.

Please select your school

Choose a school...
Example High School
Example Middle School
Other...

Then, depending on the survey version you selected when creating your district's survey, they will have the opportunity to rate each of the 15 or 20 survey items, using a 5-point, Likert-type scale. They will also have the option to leave items blank or select N/A if they feel those items do not apply to them.

Directions: Please select the response that best describes your child's or children's school. Individual responses will not be shared or connected to your child or your family. If an item does not apply to you, please leave it blank. The information will be used to help your school better engage families in their children's learning.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
School staff (principals, teachers, counselors, office staff) are welcoming to my family.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
School staff seek my input to better understand my child and family.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After completing the survey for that building, the parent/guardian will be prompted to complete the survey for any additional buildings in which they have students.

Do you have children who attend any other schools in this district?

Section 5: Checking Response Rates

In real time, you can view the total responses for your survey on your district's Dashboard page. To see response rates by building, **click on the survey** under *Survey Name*.

Example District Dashboard

[Instructions for General Site Use](#)
[Family Engagement Survey Overview/Instructions](#)
[Inclusive MTSS Implementation Scale Overview/Instructions](#)

Surveys

Survey Name	Status	First Opened	Closed	Responses	Edit
Inclusive MTSS Implementation Scale	Open	2022-01-11	Close Survey	10	Edit
Family Engagement Survey — Version 2	Open	2021-12-20	Close Survey	103	Edit



On the survey results page, make sure that *Results For: Entire District* is selected.

Family Engagement Survey — Version 2

District: [Example District](#)

Survey Name	Status	First Opened	Closed	Responses	Share
Family Engagement Survey — Version 2	Open	2021-12-20	Close Survey	103	https://districttools.org/fes2-test

Demographic Filters: 0 Active ▾
 Results For: Entire district ▾
Language: English ▾
Downloads ▾



- Entire District
- Example Elementary
- Example Middle
- Elem 12
- Example High School

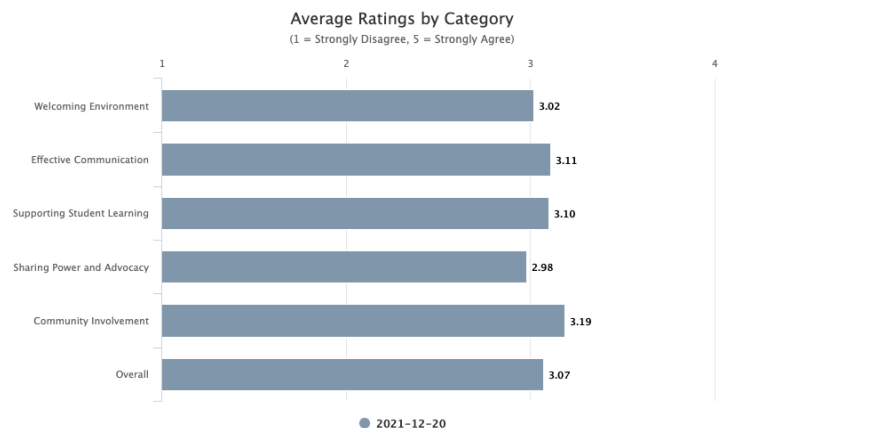
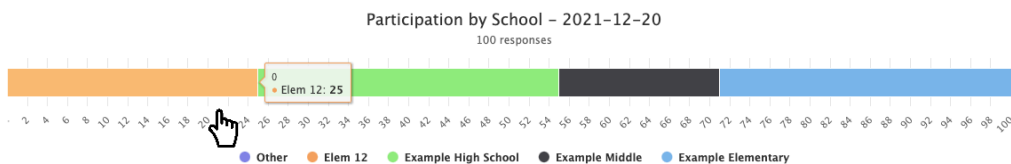
Example District

Family Engagement Survey —

This survey asked families to provide feedback on the family engagement practices within their children's school on a scale from 1 (Strongly Disagree) to 5 (Strongly Agree). The following graph provides the overall average score and the average scores in the categories Welcoming Environment, Effective Communication, Supporting Student Learning, Sharing Power and Advocacy, and Community Involvement.

Number of Responses: 103

Here, you can also view the number of responses by building. The grey graph shows the district totals; however, each building's responses are displayed as a proportion of the total responses in the bars above the chart. In order to quickly see the number of responses for one particular building, simply **move your cursor over the bar** representing that building.



Section 6: Viewing Results

As soon as parents/guardians start responding to the *Family Engagement Survey*, you'll be able to go to the survey results page by **clicking on the survey** under *Survey Names* on your district's Dashboard page.

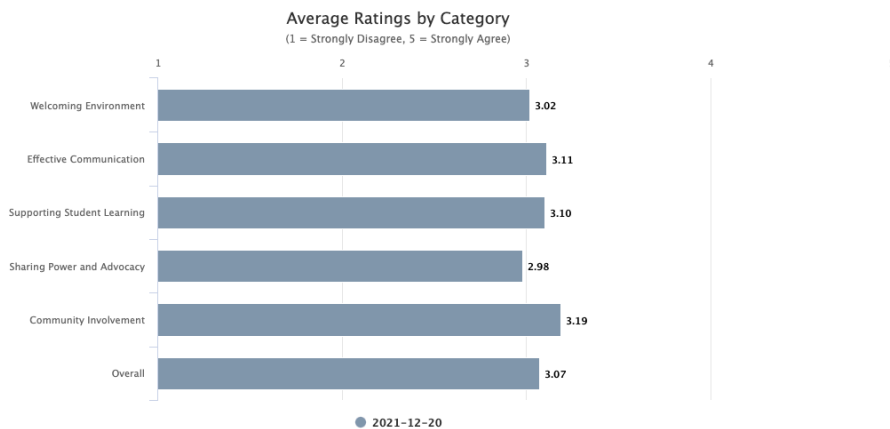
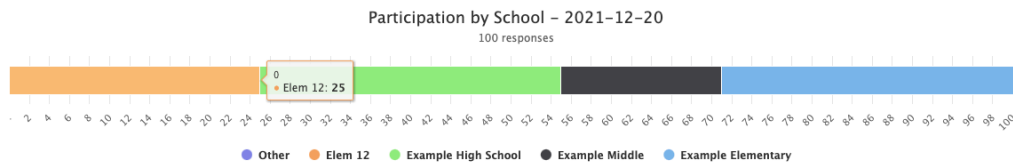
District Tools All Districts All Users All Surveys State Dashboard Hello Logout

Family Engagement Survey – Version 2

District: **Example District**

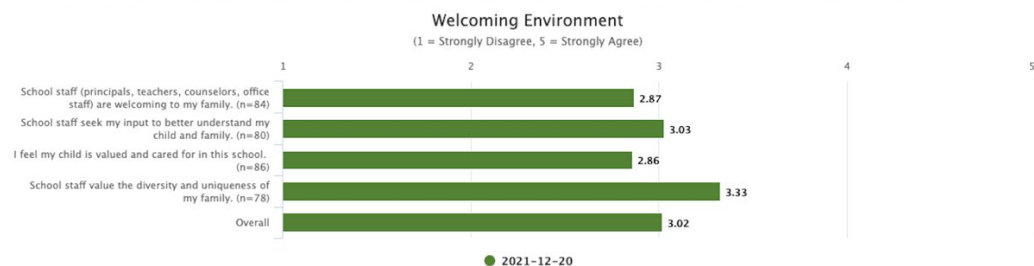
Survey Name	Status	First Opened	Closed	Responses	Share
Family Engagement Survey – Version 2	Open	2021-12-20	Close Survey	103	https://districttools.org/fes2-test

By default, the survey results page displays results for all buildings selected for the survey (*Entire District*). You will see the current number of responses for each building, the average rating for each of the 15 or 20 survey items (located within the category that item represents), for the five separate domains that encompass these items (i.e., Welcoming Environment, Supporting Student Learning, Effective Communication, Sharing Power and Advocacy, and Community Involvement), and for all 15 or 20 items together (the *Overall* bar on the *Average Ratings by Category* graph).



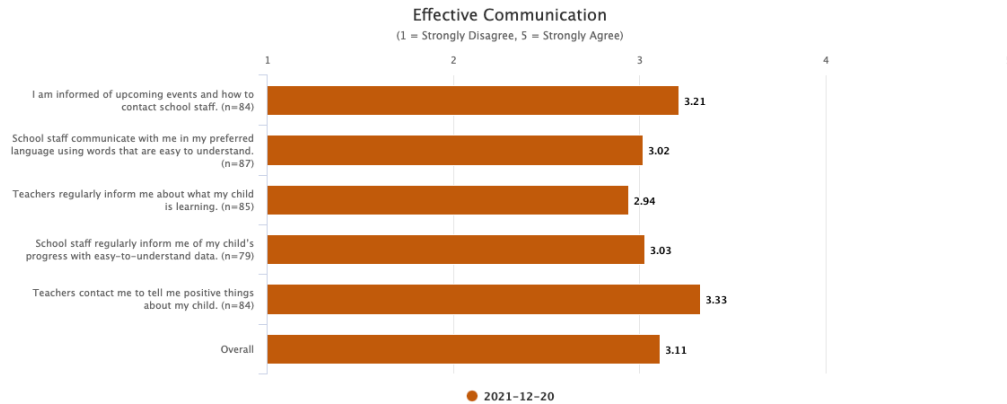
Welcoming Environment

Two survey items addressed whether parents felt their child's school was welcoming and whether staff at that school worked to build positive relationships with them.



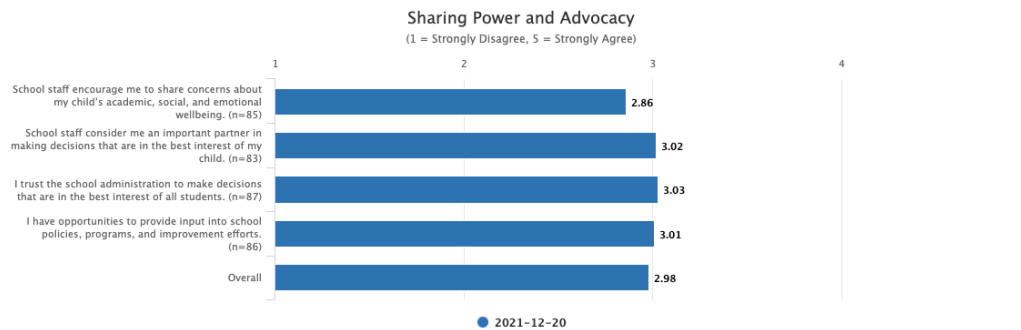
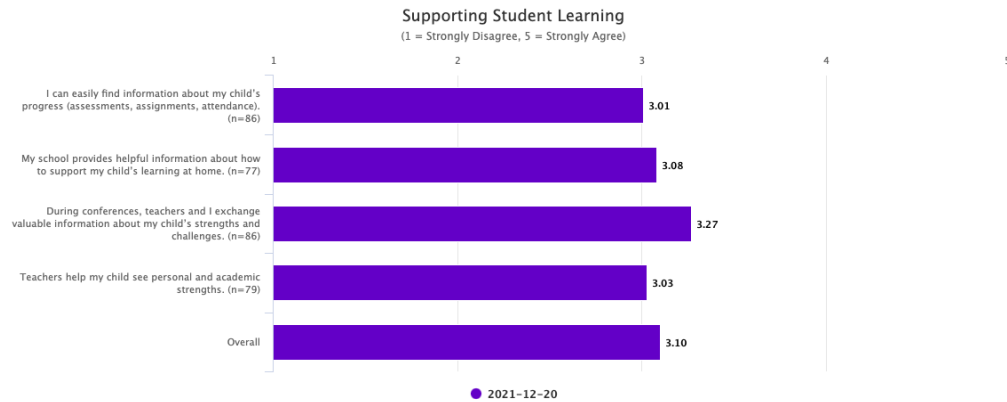
Effective Communication

Four survey items addressed whether parents felt like staff at their child's school communicated effectively with them concerning information about the school and about their child's education.



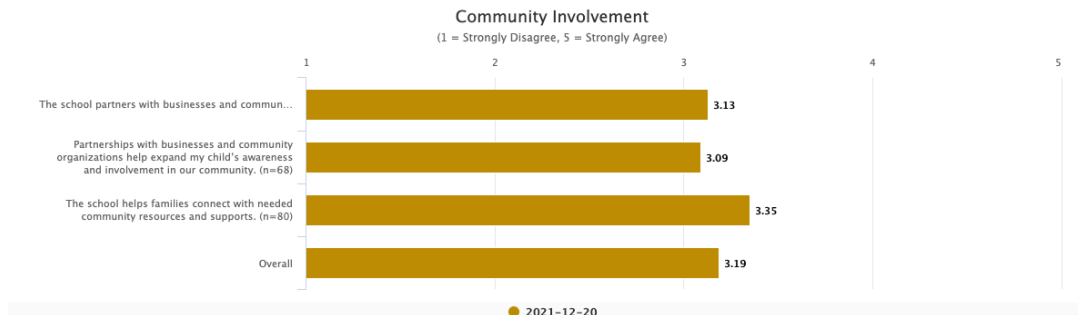
Supporting Student Learning

Four survey items addressed whether parents felt like staff at their child's school collaborated with them to support their child's educational success.



Community Involvement

Two survey items addressed whether parents felt that their child's school was involved in their community and proactive in informing parents about available community resources.



To view results for an individual building, **click on the *Results For:* button** and select a building.

CTASN District Tools All Districts All Users All Surveys State Dashboard Hello Logout

Family Engagement Survey – Version 2

District: Example District

Survey Name	Status	First Opened	Closed	Responses	Share
Family Engagement Survey – Version 2	Open	2021-12-20	Close Survey	103	https://districttools.org/fes2-test

Demographic Filters: 0 Active Results For: Entire district Language: English Downloads

Example District

Family Engagement Survey—Version 2

This survey asked families to provide feedback on the family engagement practices within their children's schools. Families rated items on a scale from 1 (Strongly Disagree) to 5 (Strongly Agree). The following graph provides the overall average score and the average scores in the categories Welcoming Environment, Effective Communication, Supporting Student Learning, Sharing Power and Advocacy, and Community Involvement.

Number of Responses: 103

To access the results reported in Spanish, **select *Spanish*** from the *Language:* dropdown menu. You also have the option to choose Vietnamese, Swahili, Arabic, and Chinese.

CTASN District Tools All Districts All Users All Surveys State Dashboard Hello Logout

Family Engagement Survey – Version 2

District: Example District

Survey Name	Status	First Opened	Closed	Responses	Share
Family Engagement Survey – Version 2	Open	2021-12-20	Close Survey	103	https://districttools.org/fes2-test

Demographic Filters: 0 Active Results For: Entire district Language: English Downloads

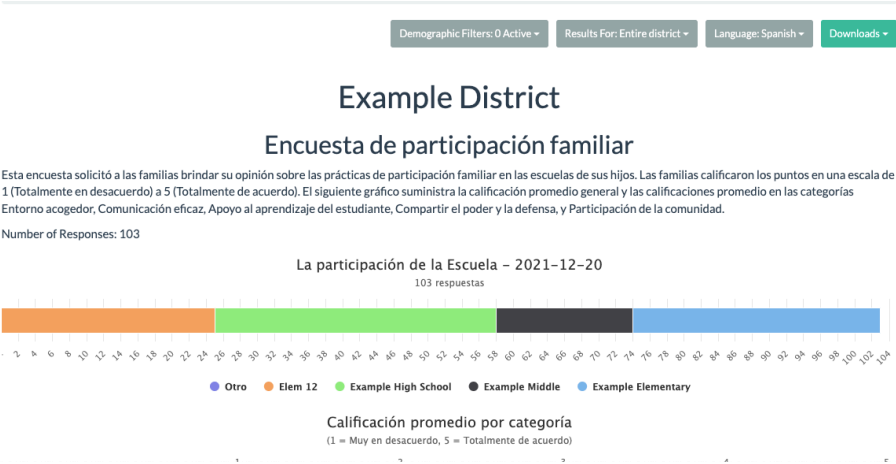
Example District

Family Engagement Survey—Version 2

This survey asked families to provide feedback on the family engagement practices within their children's schools. Families rated items on a scale from 1 (Strongly Disagree) to 5 (Strongly Agree). The following graph provides the overall average score and the average scores in the categories Welcoming Environment, Effective Communication, Supporting Student Learning, Sharing Power and Advocacy, and Community Involvement.

Number of Responses: 103

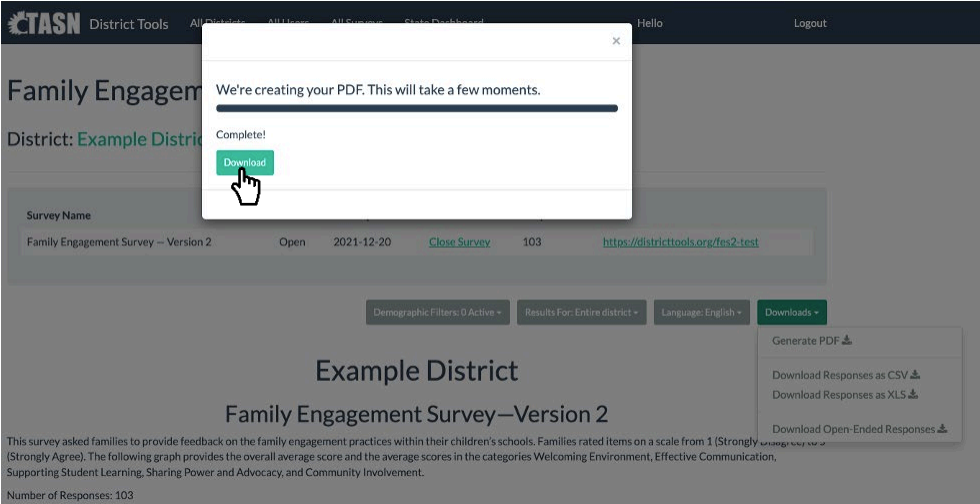
Once you select the language you want, the results are then reported in that language. The following example is the translation to Spanish



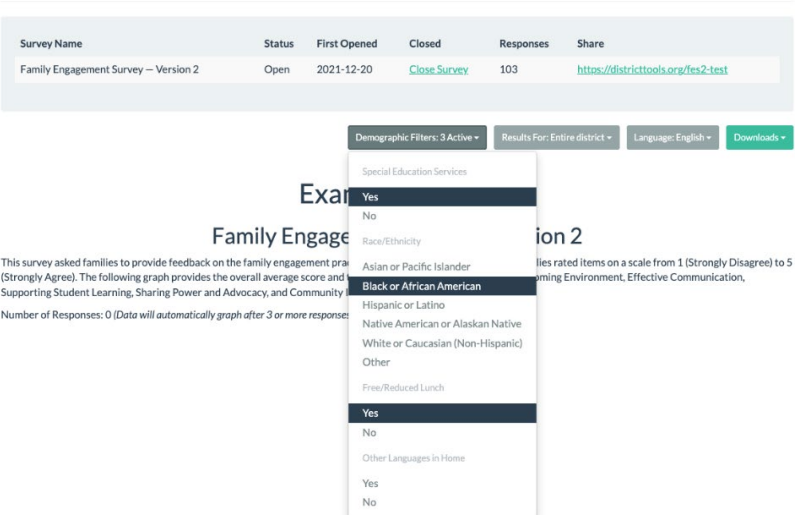
To print or download a PDF of whichever results you’re viewing, click the **Downloads** button and choose **Generate PDF**.



Once the website has finished generating the PDF, click **Download** to access it.



The results can also be disaggregated based on demographic indicators. You have the option to filter results based on whether the student receives **Special Education Services**, their **Race/Ethnicity**, whether the student receives **Free/Reduced Lunch**, and whether **Other Languages are in Home**. You can choose one option from each category. In this example, the data is limited to students who receive **Special Education Services**, are **Black or African American** AND receive **Free/Reduced Lunches**.



Section 7: Interpreting Results

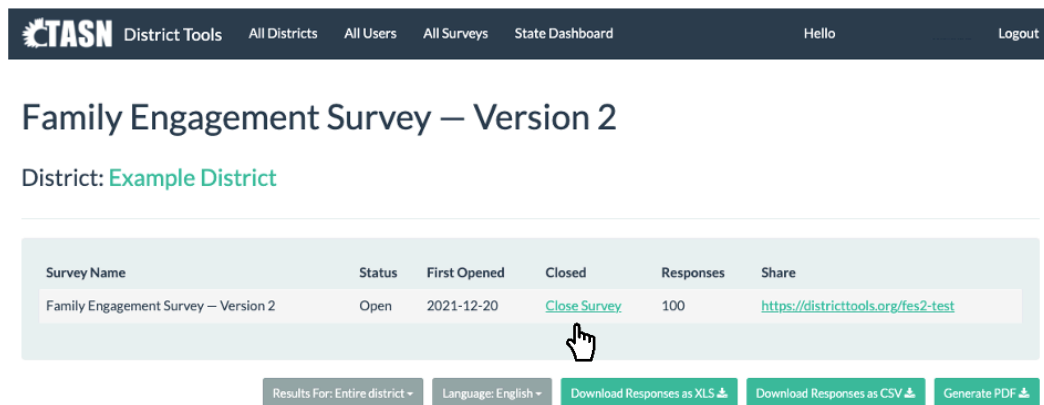
Family Engagement Survey results provide aggregated data for your district and each school regarding the PTA National Standards for Parent-School Partnerships. The results should be used to identify strengths and prioritize areas of improvement.

Guided Discussion Questions

1. Quickly glance through the data. What are your first impressions?
2. Does the number of survey participants adequately represent our students' parents/guardians?
3. Celebrate successes: Which items or domains show high levels of engagement? What processes, events, etc. are in place that support these high levels of engagement?
4. How do the results align with our impressions? Is additional data needed?
5. Prioritize needs: Which items/domains show low levels of engagement? Which items highlight areas that could be improved over the next year? Which demographics are expressing the lowest levels of family engagement?
6. Next steps: How do the results influence our communication with parents and our strategies to engage them?

Section 8: Closing a Survey

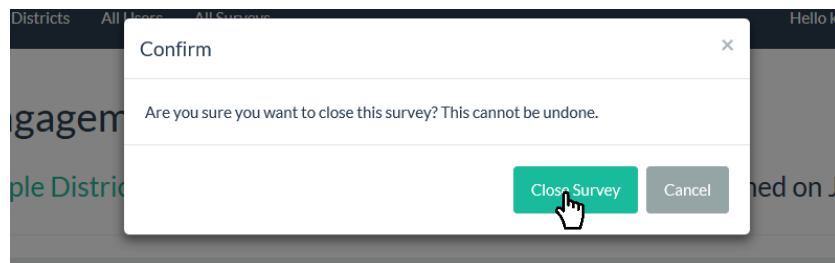
Once you're finished collecting responses, **click the *Close Survey* button** on your district's dashboard page.



The screenshot shows the District Tools dashboard for a Family Engagement Survey – Version 2. The survey is currently 'Open' and has 100 responses. A hand cursor points to the 'Close Survey' link in the 'Closed' column. Below the table, there are buttons for 'Results For: Entire district', 'Language: English', 'Download Responses as XLS', 'Download Responses as CSV', and 'Generate PDF'.

Survey Name	Status	First Opened	Closed	Responses	Share
Family Engagement Survey – Version 2	Open	2021-12-20	Close Survey	100	https://districttools.org/fes2-test

Once a survey is closed, **it cannot be reopened**. If you need additional results, a new *Family Engagement Survey* will have to be launched and results from the two surveys will not be aggregated automatically. If you're sure that you are done collecting responses, select *Close Survey* again in the window that pops up to confirm your decision.



Your *Family Engagement Survey*'s status will now change to *Closed* on your district's Dashboard page. Anyone who accesses a link for a closed survey will receive the following message:



Example District

Family Engagement Survey-Version 2

Los sentimos, esta encuesta se ha cerrado.

We're sorry, this survey has been closed.

Section 9: Additional Assistance

For additional assistance or any questions regarding districttools.org or the *Family Engagement Survey*, please contact tasneval@ku.edu

Section 10: Translated Copies

Family Engagement Survey—Version 2 is provided online in Arabic, English, Chinese, Spanish, Swahili, and Vietnamese. Translated, printable versions are available through the corresponding links.

Arabic: https://ksdetasn.s3.amazonaws.com/uploads/resource/upload/3300/FES_Paper_Copy-Arabic.pdf

English: https://ksdetasn.s3.amazonaws.com/uploads/resource/upload/3298/FES_Paper_Copy_-_English.pdf

Chinese: https://ksdetasn.s3.amazonaws.com/uploads/resource/upload/3301/FES_Paper_Copy-Chinese.pdf

Spanish: https://ksdetasn.s3.amazonaws.com/uploads/resource/upload/3299/FES_Paper_Copy_-_Spanish.pdf

Swahili: https://ksdetasn.s3.amazonaws.com/uploads/resource/upload/3302/FES_Paper_Copy-Swahili.pdf

Vietnamese: https://ksdetasn.s3.amazonaws.com/uploads/resource/upload/3303/FES_Paper_Copy-Vietnamese.pdf