

***** Please Read Before Distributing Surveys *****

DISTRICT-WIDE PARENT & GUARDIAN PAPER SURVEY INSTRUCTIONS

Instructions for Paper Survey Administration

1. Enclosed are your school's allotted paper Parent & Guardian Surveys
 - a. Please only distribute these paper surveys to parents and guardians **who cannot access the survey online.**
 - b. The number and languages of the paper copies you have received are based on your school's enrollment and per your request.
 - c. **PAPER SURVEYS CANNOT BE PRINTED, COPIED, OR REPRODUCED.** Once you have distributed all of the paper surveys, parents/guardians must be directed to take the survey online at <http://www.philasd.org/parentsurvey/>.
2. Enclosed are white envelopes with printed instructions for each survey
 - a. For each paper survey provided to a parent or guardian, please also provide a standard white envelope with printed instructions.
 - b. Completed paper surveys should be returned to you in a sealed white envelope.
 - c. Please consult the instructions on the envelopes for further details.
 - d. No identifiable information should be on the white envelopes.

*****Please remember to tell all parents and guardians that they must include their child's School District of Philadelphia Student ID number in the designated box on the survey. Any surveys without a School District of Philadelphia Student ID number will not be accepted.*****

Instructions for Returning Completed Paper Surveys to the Office of Research and Evaluation

1. When you receive completed paper surveys, please collect them in the pre-addressed yellow manila envelope also enclosed.
2. Please fill out the ***Paper Survey Return Form***.
3. Pre-addressed manila envelopes containing completed paper surveys and the ***Paper Survey Return Form*** can be returned to the Office of Research and Evaluation
 - a. via The School District of Philadelphia PONY system (District schools only), or
 - b. by dropping them off in person to the Office of Research and Evaluation at the central office building at 440 N. Broad St., 2nd Floor, Portal A.
4. Please send an email to parentsurveyinfo@philasd.org to alert us that the surveys have been placed in PONY. This will allow us to have an electronic record when surveys are mailed.

**ALL COMPLETED PAPER SURVEYS MUST BE RECEIVED
BY THE OFFICE OF RESEARCH AND EVALUATION BY JUNE 1st**

If you have questions or concerns, please contact the survey team at: 215-400-6565 or
parentsurveyinfo@philasd.org.