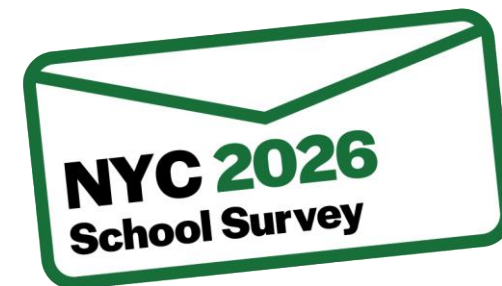


2026 NYC School Survey: Survey Planning Workshop

Office of Policy and Evaluation | Spring 2026

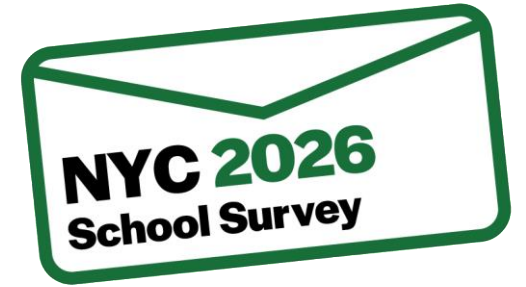


Training Logistics



- **Slide deck:** This slide deck will be shared with training participants. Please note that it is not the final version and is subject to change. A finalized version will be provided later.
- **Zoom controls:** The Zoom control panel is located at the bottom of your screen and will be used to interact as a virtual community.
- **Questions:** Please submit questions in the chat at any time. Questions will be compiled and addressed during and after the training.
- **Q&A:** During the Q&A opportunities, you may use the *Raise Hand* feature to come off mute.
- **Technical support:** If you experience technical difficulties, please let us know in the chat or come off mute.

Ice Breaker Activity



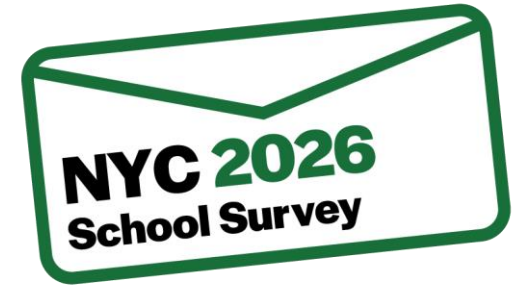
As we get started, let's find out where we are all joining from:

Please introduce yourself in the chat with the following:

- Which borough your school is in
- Your role/title
- Number of years as an NYC School Survey Coordinator



Agenda



1 Survey Overview

2 Changes to the 2026 Survey

3 Key Dates and Logistics

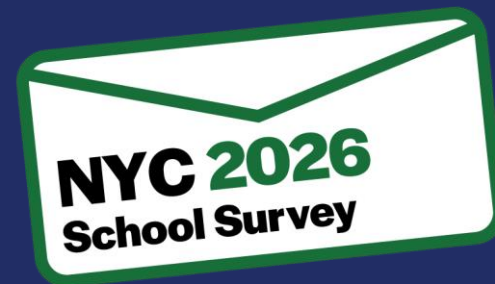
4 Response Rates

5 Promoting Survey Participation

6 Survey Ethics

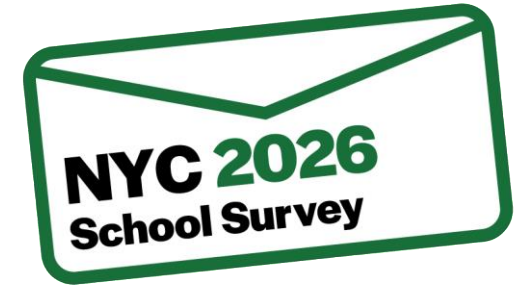
7 Results

8 Next Steps



1. Survey Overview

Survey Overview

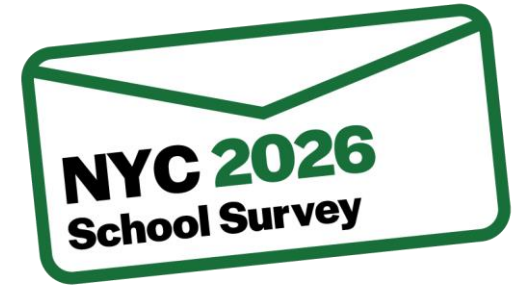


What is the NYC School Survey?

- **Who participates**
 - Families, teachers, and staff* of students in grades **3-K through 12**
 - Students in grades **6–12**
- **What the survey does**
 - Collects annual feedback on school climate, teaching and learning, and student experiences
 - Provides insight into how well schools support students academically and socially
- **How the results are used**
 - Helps school leaders reflect on strengths and areas for growth
 - Informs planning and decision-making at the school and program level
 - Supports continuous improvement across schools and programs

* The **school support staff survey** is administered to paraprofessionals, parent coordinators, social workers, school psychologists, secretaries, occupational therapists, and physical therapists.

Survey Overview Continued



How is the NYC School Survey administered?

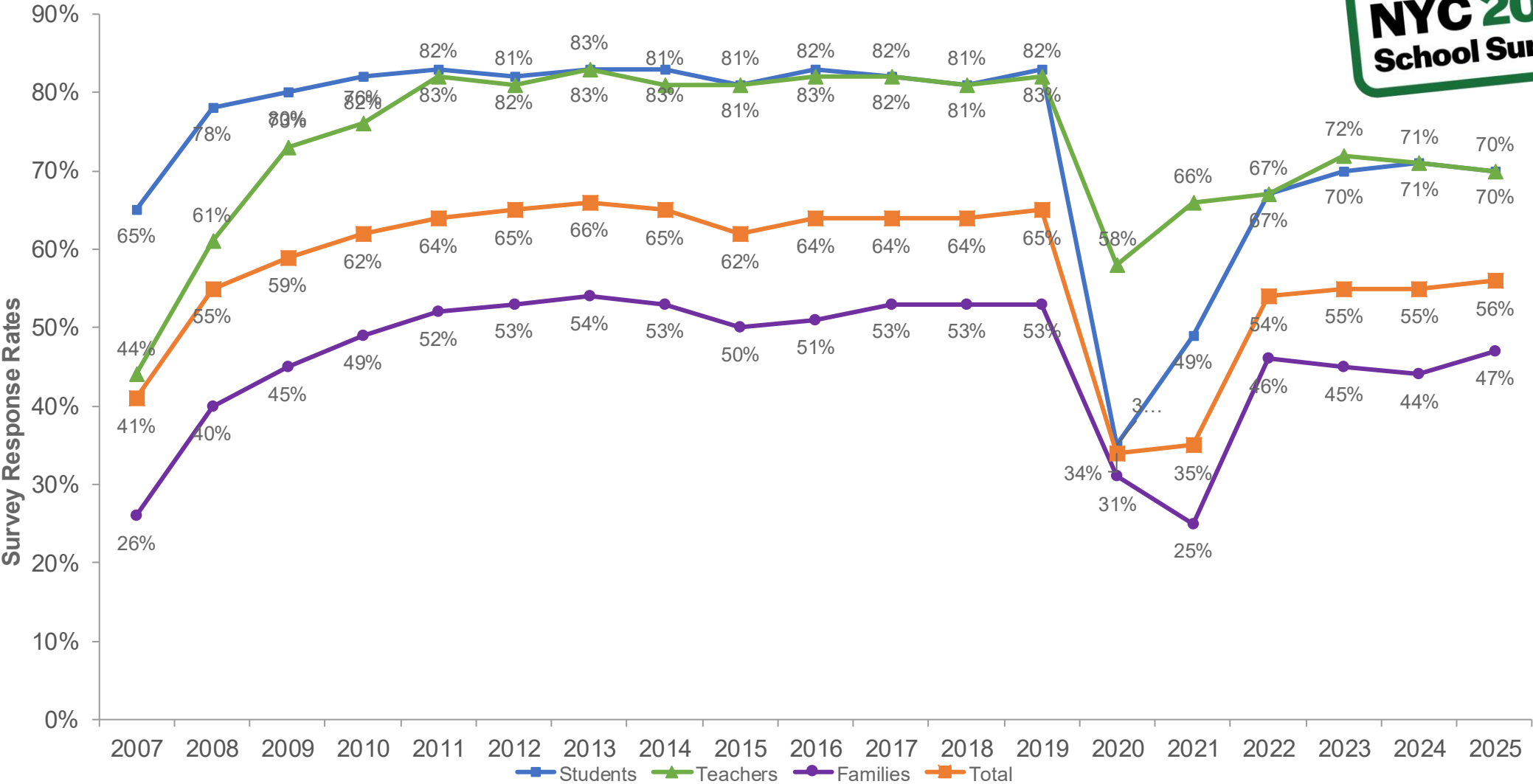
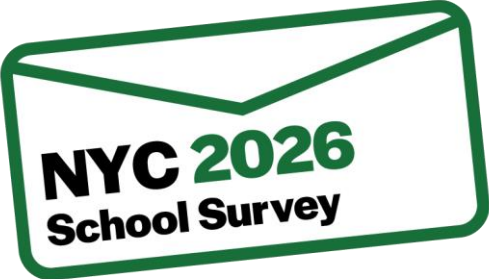
- **Administration Methods**

- The family survey is available for completion on paper or online.
- Students mainly complete the survey online; however, schools had the opportunity to request paper surveys.
- Teacher/Support Staff take the survey online.

- **Response Rate Tracking**

- Survey coordinators will be able to track response rates for each survey group via the Panorama Education platform.
- Additionally, completion lists will be available for the family and student survey to support targeted outreach during the administration window

These numbers include both NYCPS and Charter school responses but do not include Birth-to-Five sites.

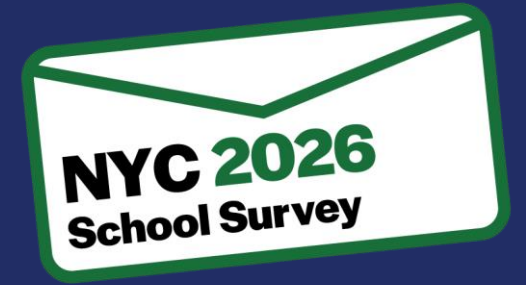


355,505
Students

62,589
Teachers

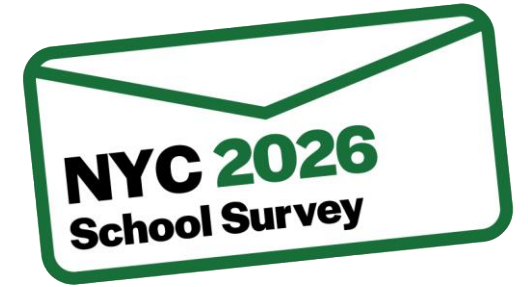
438,365
Families

856,459
Total
Respondents



2. Changes To This Year's Survey

Updates to the NYC School Survey



1. Teacher Eligibility and Access Codes

- Schools will be able to request **additional teacher access codes** for teachers who:
 - Are full time
 - Were not listed on the Eligibility Teacher Roster
 - Were working at their school on **November 1, 2025**

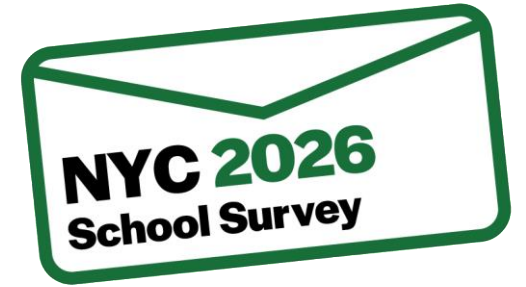
2. Expanded Support Staff Participation

- **Occupational Therapists (OTs)** and **Physical Therapists (PTs)** will be included in the Support Staff Survey.

3. Color-Coded Teacher/Staff Access Codes

- Printed Teacher and Support Staff access codes will be on color coded paper to support accurate distribution.
 - **White paper:** Teacher access codes
 - **Green paper:** Support Staff access codes

Updates to the NYC School Survey (Continued)



4. New DOE Supported Languages

- Albanian, Ukrainian, Uzbek, Simplified Chinese

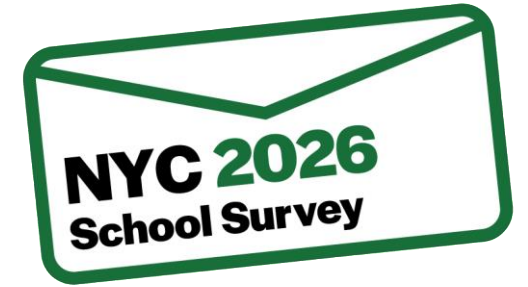
Important note

- All Chinese paper surveys will continue to be provided in **Traditional Chinese**
- **Simplified Chinese** will be available online for families and students who prefer it

5. Student Access Code Update

- Student access codes will now be:
 - **s + OSIS number**
 - Example: *s123456789*

Updates to the NYC School Survey (Continued)



6. Updated NYSAA Policy

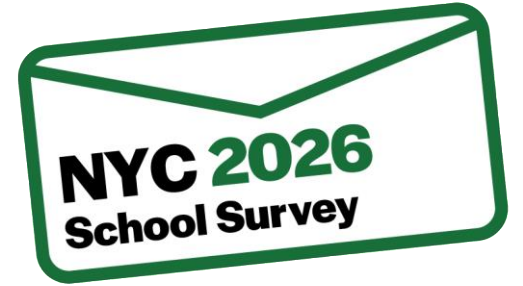
Previous Policy

- Applied **only to District 75 schools**
- NYSAA-eligible students who did not take part in the survey were **removed from their school's response rates at the close of the survey**

New Policy (Effective This Year)

- Applies to **all schools, regardless of school type**, including:
 - District 75 schools
 - Non-D75 schools (Districts 1–32)
- All NYSAA-eligible students are invited and permitted to take the survey
- If a principal determines a student cannot participate, survey materials should not be provided
- NYSAA-eligible students who do not participate in the survey will be excluded from final response rate calculations at the close of the survey window (April 1)

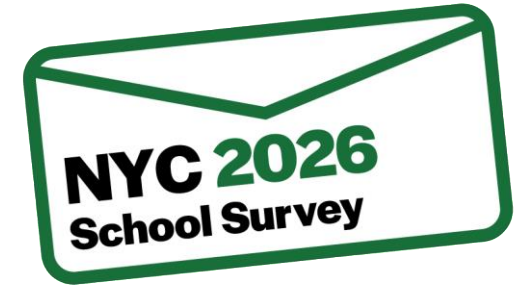
Updates to the NYC School Survey (Continued)



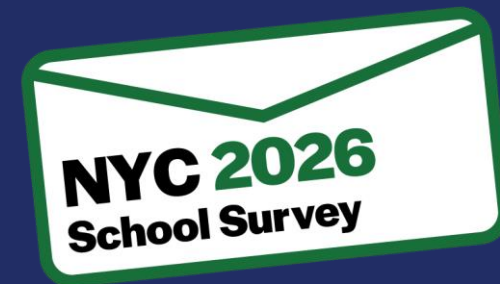
7. Revised and Shortened Student Survey

- **What we heard**
 - The student survey was too long and language was not always student-friendly
- **What we did**
 - Partnered with Students, School leaders, Teachers, Researchers, and content experts
 - Substantially **shortened and revised** the student survey
- **What's next**
- Breakout rooms will be offered today to support:
 - Survey administration
 - Understanding and reporting results

Announcing this year – NYC School Survey Fifth Grade Pilot

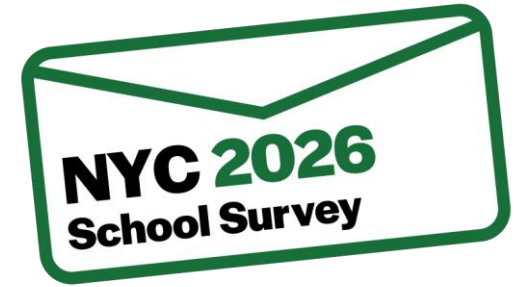


- **New this year:** a pilot of the NYC School Survey with fifth-grade students, amplifying elementary student voice.
- **K–8 and D75** principals may opt in to pilot the survey this spring; interest form must be submitted by **January 12th**.
- Participating schools receive a fifth-grade–only report (minimum of 5 respondents). Pilot data will not be public/included in accountability and will not impact response rates.
- This is a valuable opportunity to promote student voice in your school and receive direct feedback from your fifth-grade students.



3. Key Dates & Logistics

When is survey administration?



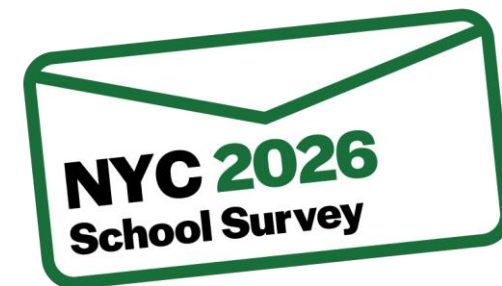
The 2026 NYC School Survey administration will be between **February 9 – April 1**.

February 2026						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Survey Materials Timeline



Shipping and tracking

- A logistics email with tracking numbers will be sent the **week of January 12**
- Track shipments using the **FedEx website**

Paper survey materials

- Family Paper Surveys delivered between **January 20 and February 9**
- Student Paper Surveys delivered between **January 20 and February 9**

Online survey materials

- Emailed to schools the **week of February 2**

Paper survey return deadline

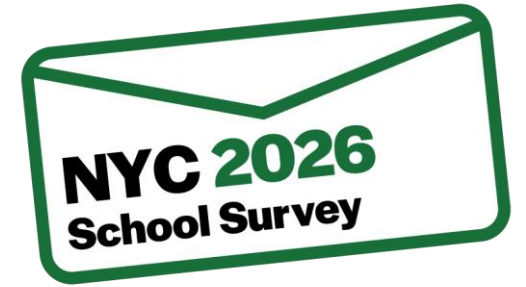
- All paper surveys must be shipped by **April 1**

Survey Submission

Completed paper surveys can be returned using the pre-paid envelopes provided.



Paper surveys responses will appear in response rates about two weeks after they are shipped to the scanning center.



Online survey responses are counted within minutes of completion.



English

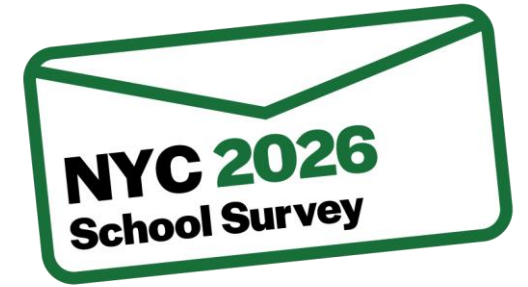


Login

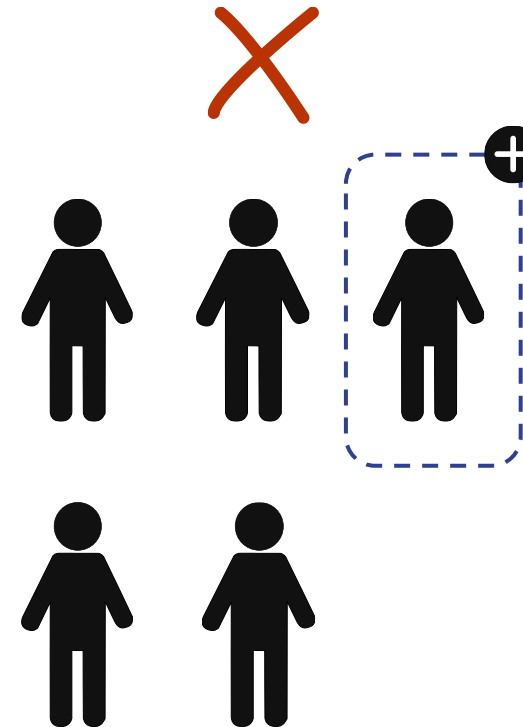
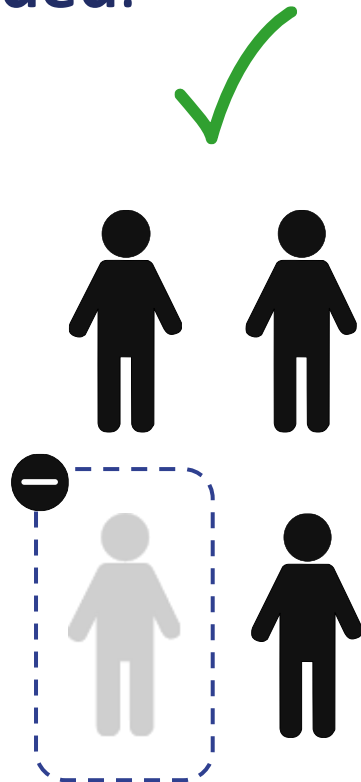
Thanks for taking our survey!

If you would like to give us additional feedback on the interpretation and translation services your child's school uses to communicate with you, please visit tinyurl.com/OLA-Feedback.

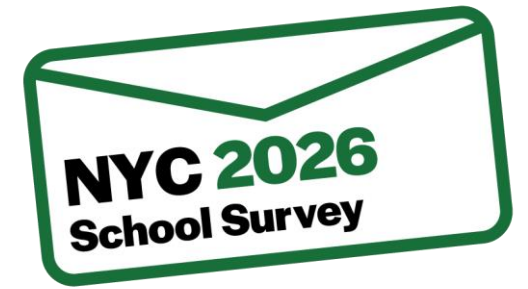
What survey population can be updated?



Students and families can **ONLY** be **removed** from your survey population, **not added**.



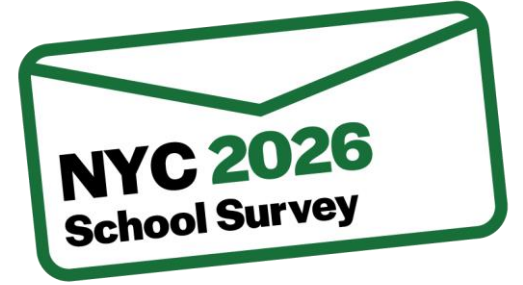
What survey populations can be updated? Continued



Starting this year, teacher/support staff, who are eligible, but missing from your eligibility rosters, can be added to the survey.

As a reminder, teachers are eligible to participate in the survey if they are full-time and working at your school since November 1, 2025. Support staff are eligible if they are in one of the eligible roles, they are full-time, and they were employed at your school on November 1, 2025.

How can you update your survey population? Removing Individuals.



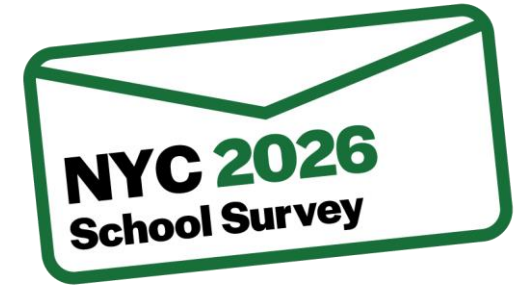
Families and Students

- **Update the student file in ATS** if you have surveys for a family or student who is no longer enrolled in your school, then discard any paper survey materials for them.

Teachers and Support Staff

- **District Schools: Update the teacher file in Galaxy** if you print a survey code for a teacher no longer in your school, give that code to another eligible teacher.
- **Charter schools:** If you receive more access codes than eligible teachers/support staff, disregard the additional codes. Contact our help desk so that we can adjust the population numbers we have on file.

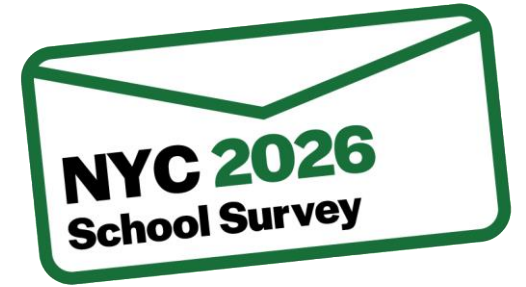
How can you update your survey population?



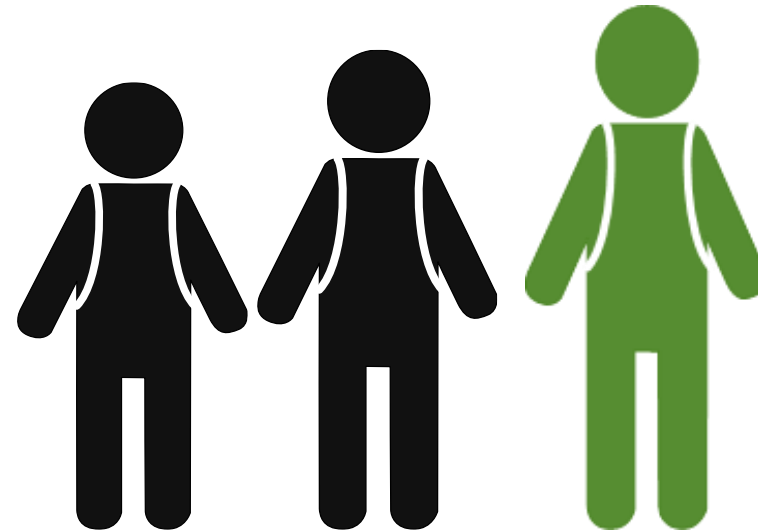
Adding eligible teachers and support staff

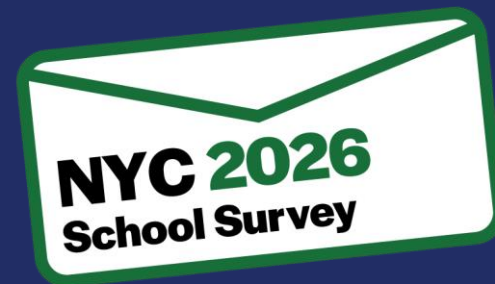
- To add teachers/support staff, who are eligible, email our help desk at surveys@schools.nyc.gov. You will be asked to complete a form with the information of the person being added and additional access codes will be emailed to you for the individual if you don't have any more.

Sibling Policy



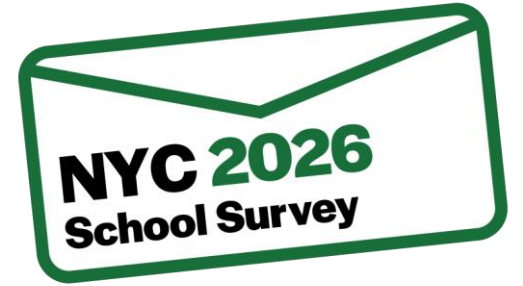
- Families are invited to complete one survey for every child in their family.





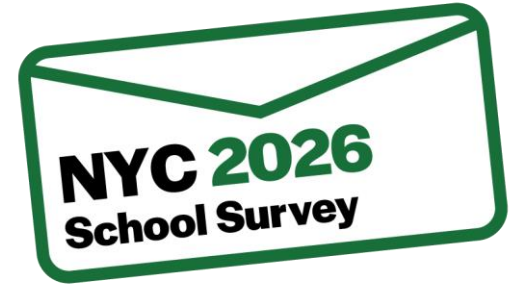
Survey Eligibility

Student and Family Eligibility



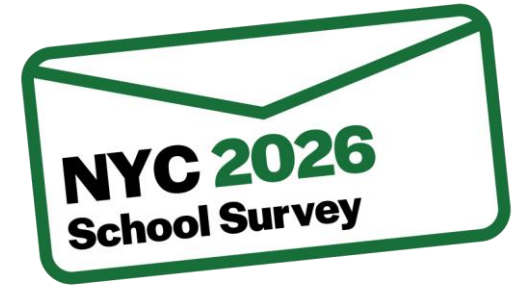
- Eligibility is based on ATS records as of October 1, 2025
- Students and families who appear on the rosters are eligible to participate
- Students and families not listed on the rosters are not eligible
- NYSAA Eligibility Reminder
 - NYSAA-eligible students are invited to take the survey, students who do not participate are excluded from final response rate calculations

Teacher and Support Staff Eligibility



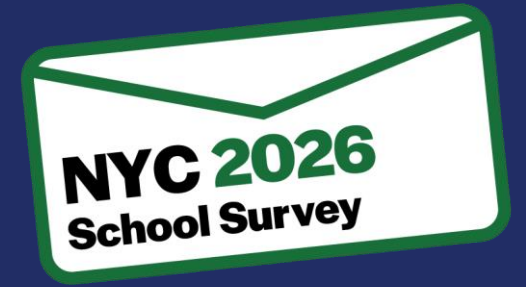
- Rosters are created based on **Galaxy** records as of **November 1**.
- Only **full-time** teachers and support staff are eligible
- **Administrators are not eligible**
- **Eligibility Reminders**
 - Eligible teachers missing from rosters could be added if they were working at the school on November 1, 2025.
 - Occupational Therapists and Physical Therapists are included in the Support Staff Survey as of this year
- **Charter schools**
 - Teacher and support staff rosters are not provided
 - Teacher and support staff counts are estimated based on student enrollment
 - Teacher and support staff are eligible to take the survey using the same eligibility criteria as NYCPS staff.

Teacher & Staff Eligibility Continued



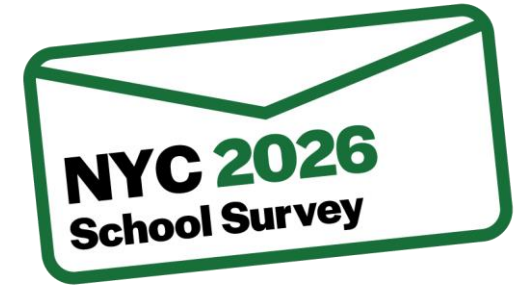
Who Takes the Survey

- **Teacher Survey:**
 - Teachers
 - Guidance Counselors
- **Support Staff Survey:**
 - Paraprofessionals
 - Parent Coordinators
 - Social Workers
 - School Psychologists
 - Secretaries
 - **Occupational Therapists (OT)**
 - **Physical Therapist (PT)**



Logistics for the Family Survey

Paper Family Survey Arrival



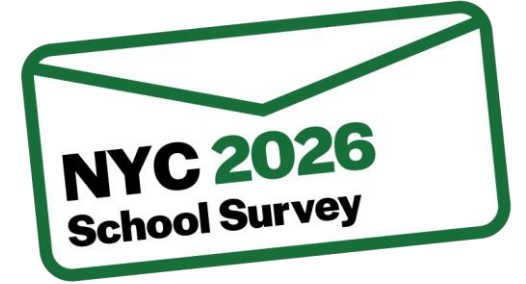
All Schools Will Receive Paper Family Surveys

- Paper family surveys will be shipped directly to each school site.

What's Included in Each Shipment

- Survey Coordinator Guide for the Family Survey
- Bundled survey envelopes
- FedEx return label

Paper Family Survey Arrival Continued



How Surveys Are Organized

(Sorting method will vary by school.)

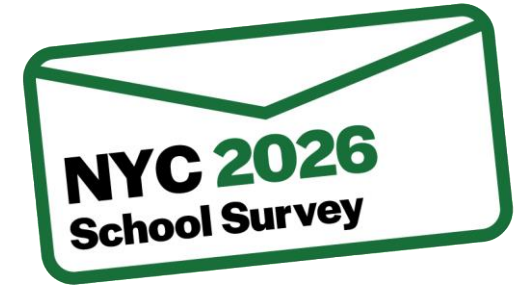
- Surveys will be sorted in one of the following ways:
 - Alphabetically by grade
 - Alphabetically by school
 - Alphabetically by ATS official class

How Surveys Are Packaged

- Family surveys are provided in envelopes that include:
 - Family surveys in families' home languages *(based on ATS)*
 - Instructions
 - Prepaid return envelopes

Online Family Survey

- Families can complete the survey **online** using a computer or mobile device. The survey is available in 14 DOE-supported languages.



How Families Access The Survey

- Visit nycschoolssurvey.org
- Click "**Take the 2026 NYC School Survey**"
- Choose a preferred language



Students: Please enter a lowercase s followed by your OSIS number-- for example, s123456789.

Families (Schools): Please enter a lowercase f followed by your student's OSIS number-- for example, f123456789.

Families (Early Childhood Programs): Please enter the access code provided to you by your child's program.

Teachers/Staff Members: Please see your school's coordinator for a unique anonymous access code.

Families Will Enter:

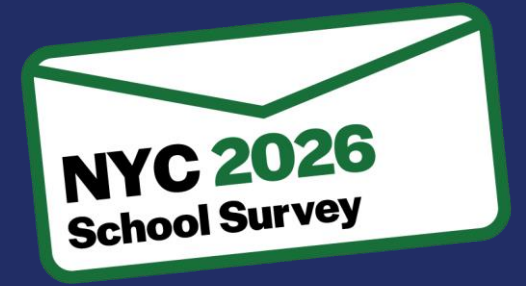
- A lowercase "f"
- Followed by their student's 9-digit OSIS Number
- Example: f123456789**

Finding the OSIS number

- Student report card
- Student ID card
- By requesting it from the school

Note: Families may also access the survey directly through **NYCSA**, where no access code is required.

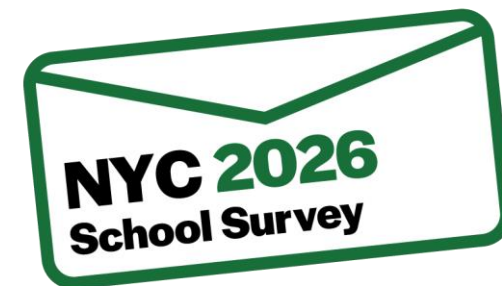
 



Logistics for the Student Survey

Student Survey Paper Materials Arrival

For schools that requested paper surveys for students, materials will arrive by **February 9**.



Each shipment will include:

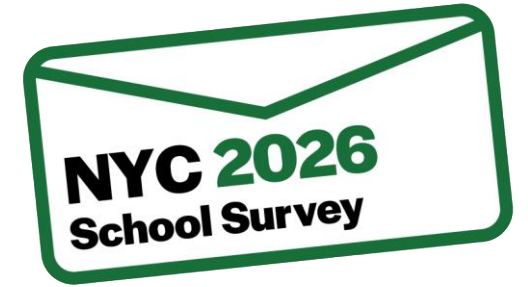
- Survey Coordinator Guide
- Shrink-wrapped bundles of stapled student surveys
(bundled based on your school's selected sorting method)
- FedEx return label

Important reminders:

- Paper surveys are provided in a student's home language for students identified in ATS as entering or emerging ELLs.
- Responses appear in reports **about two weeks after** materials are sent for scanning
- Schools may choose to administer the survey online instead of paper, even if paper materials were requested.

Online Student Survey

- Students can complete the survey online using a computer or mobile device. The survey is available in 14 DOE-supported languages.



How Students Access The Survey

- Visit nycschoolssurvey.org
- Click "**Take the 2026 NYC School Survey**"
- Choose a preferred language

Students Will Enter:

- A **lowercase "s"**
- Followed by their 9-digit OSIS Number
- **Example: s123456789**

Finding the OSIS number

- Student report card
- Student ID card
- By requesting it from the school



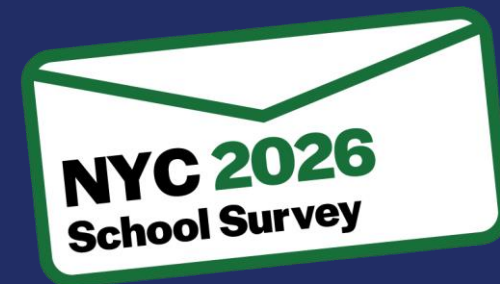
Students: Please enter a lowercase s followed by your OSIS number-- for example, s123456789.

Families (Schools): Please enter a lowercase f followed by your student's OSIS number-- for example, f123456789.

Families (Early Childhood Programs): Please enter the access code provided to you by your child's program.

Teachers/Staff Members: Please see your school's coordinator for a unique anonymous access code.



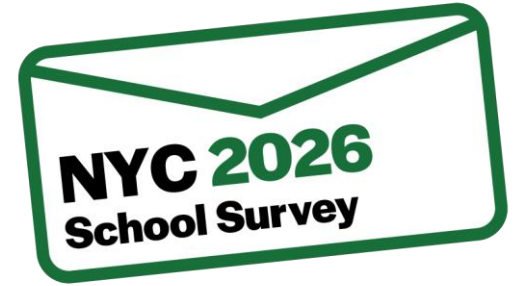
Logistics for the Teacher & Staff Surveys

Teacher & Staff Online Survey Administration

Survey Materials & Access Codes

- Printed access codes will be shipped to schools **between January 20 and February 9.**
- If schools **need additional access codes** for teacher who lose their access codes, email surveys@schools.nyc.gov.
- **If eligible teachers are missing from the roster**, please email surveys@schools.nyc.gov to add them to the list of eligible teachers.
- **Each shipment includes:**
 - Survey Coordinator Guide
 - Teacher survey access codes distributed **randomly** to eligible teachers
 - Support staff survey access codes distributed **randomly** to eligible support staff
 - **Color-coded access codes** to support accurate distribution:
 - **White paper:** Teacher access codes
 - **Green paper:** Support staff access codes

Teachers & Staff Online Survey Administration Continued



Anonymous Administration

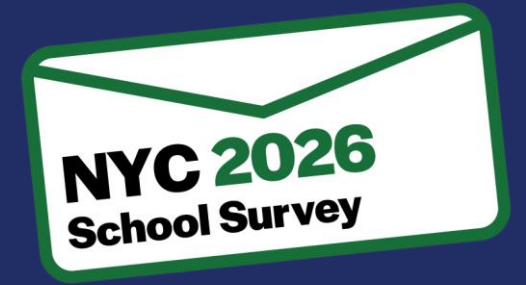
- Teacher and support staff surveys are **completely anonymous**
- **Access codes are not linked** to an individual's identity
- Responses cannot be traced back to individual teachers or staff members

Access Code Distribution

- Ensure access codes are distributed **randomly** to eligible staff
- Consider discussing the distribution process with colleagues and your UFT chapter chair
 - Use a clear and thoughtful process so staff feel comfortable providing open and honest feedback

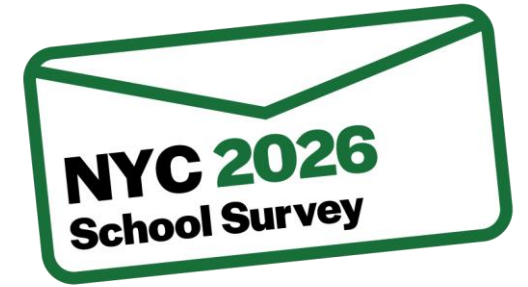
Reminder: Saving Your Progress

- Teachers and support staff may complete the survey in more than one sitting by saving their access code.
- Selecting the **Next** button saves responses and allows respondents to continue later.
- Using the browser **Back** button signs the respondent out, but they can log back in with the same access code and resume where they left off.



4. Response Rates

How can I track my school's survey progress?



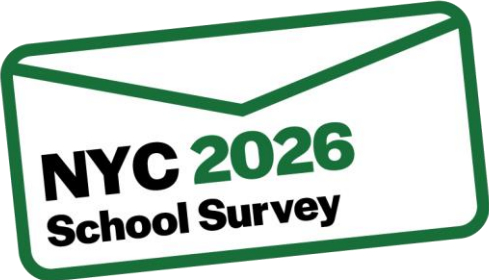
View your school's real-time response rates on the Panorama Dashboard

Who has access?

- Principals
- School Leaders
- Survey Coordinators


How to access the Panorama Dashboard

1. Log in to NYCDOE.panoramaed.com
2. Click the **Response Rates icon** at the bottom of the screen

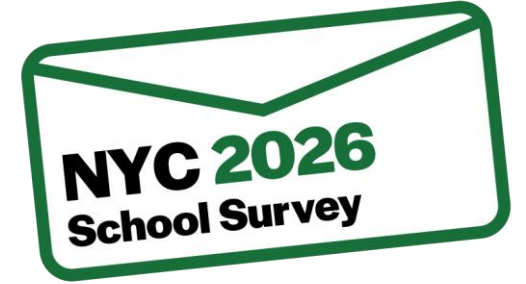


Response Rates Dashboard

NYC School Survey 2025: All Survey Results

▲ Name		2025 NYC School Survey: ⚡ Teacher	NYC School Survey 2025: ⚡ Support Staff	2025 NYC School Survey: ⚡ Families	2025 NYC School Survey: Families, Birth to Five ⚡ Programs	2025 NYC School Survey: ⚡ Students
	East Elementary School	97.2% – 35/36	100% – 9/9	38.9% – 70/180	0 responses	100% – 60/60

Completion Lists To Focus Your Outreach

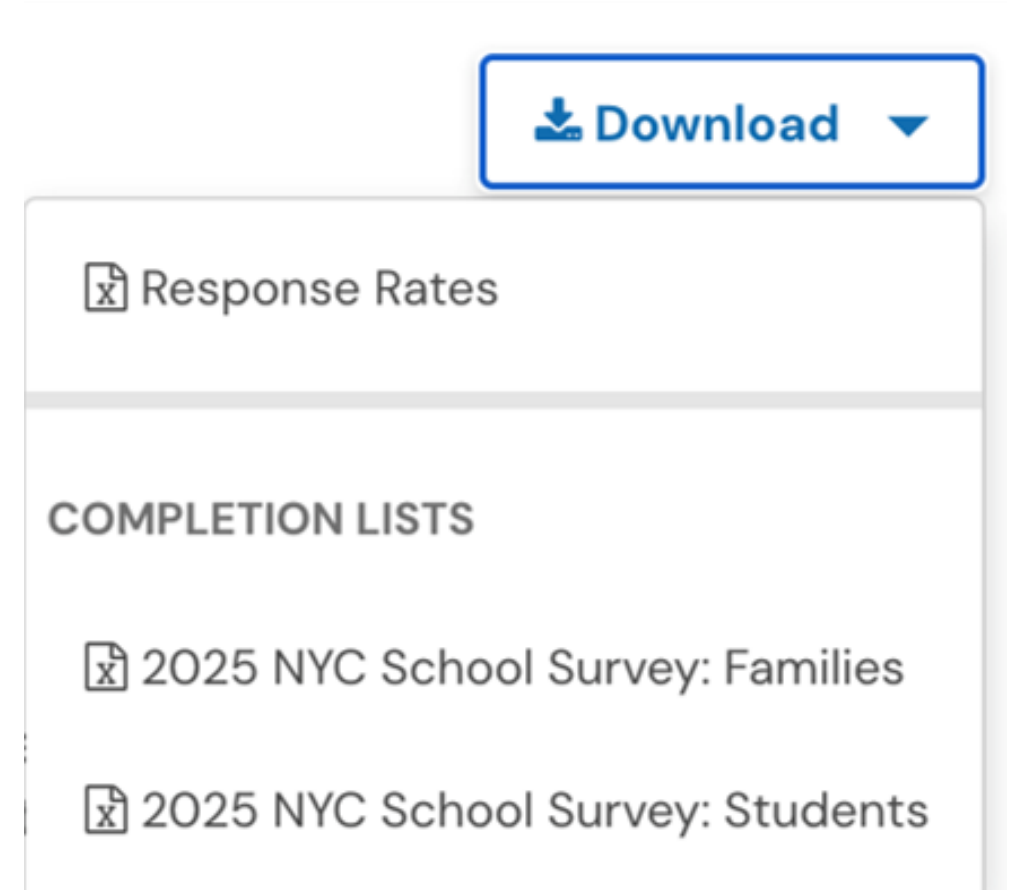


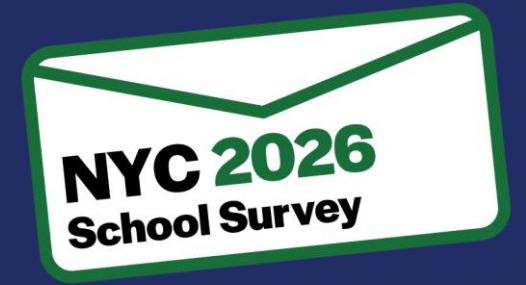
What are completion lists?

- Completion lists show which students and families have not yet completed the survey.
- Completion lists can be **downloaded from the Panorama Dashboard** during survey administration.

Important Information

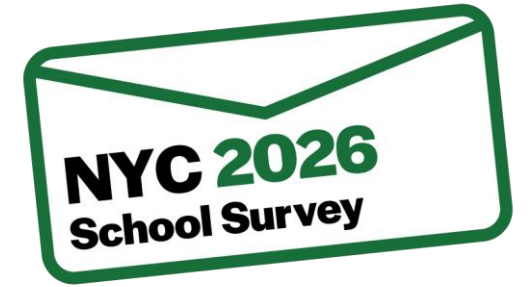
- Completion lists are available after a minimum of **15 responses** is reached for a population
- Responses from paper surveys appear after scanning and may take up to two weeks
- Completion lists are updated once a week.



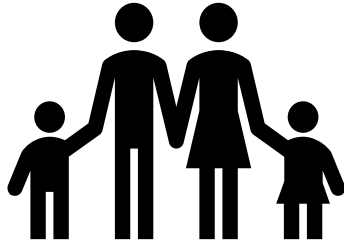


5. PROMOTING SURVEY PARTICIPATION

Tips for Promoting Survey Participation: Before Survey Administration

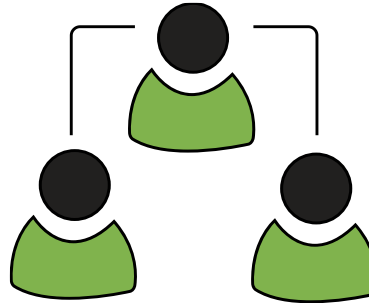


1



**Build Strong
Relationships with
Families**

2



**Assemble a
Survey Team**

3

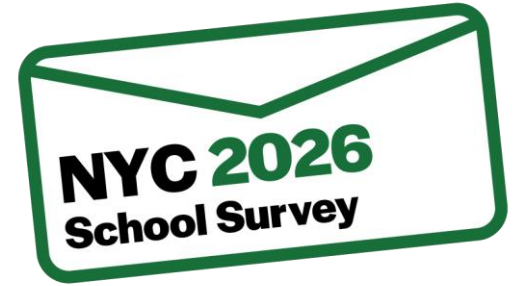


**Share the Survey
Purpose**

Build Strong Relationships with Families

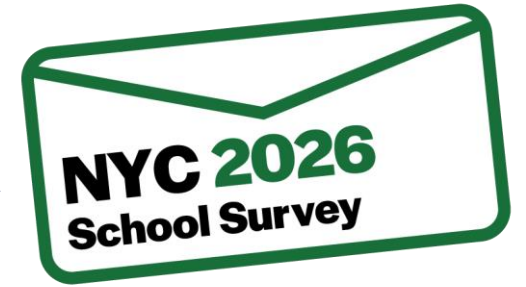
Create a welcoming, trust-based environment

- **Connect early**, especially with families new to your school
- **Use the channels families prefer** (calls, texts, WhatsApp, newsletters)
- **Use existing touchpoints** to share survey info (family meetings, weekly updates)



Assemble a Team

Recruit a diverse group to support outreach and survey administration



Staff

- Partner with your **Parent Association** and **school leadership team**
- Work with your **UFT chapter chair** to encourage staff participation
- Request support from **bilingual staff and school aides** for outreach and translation



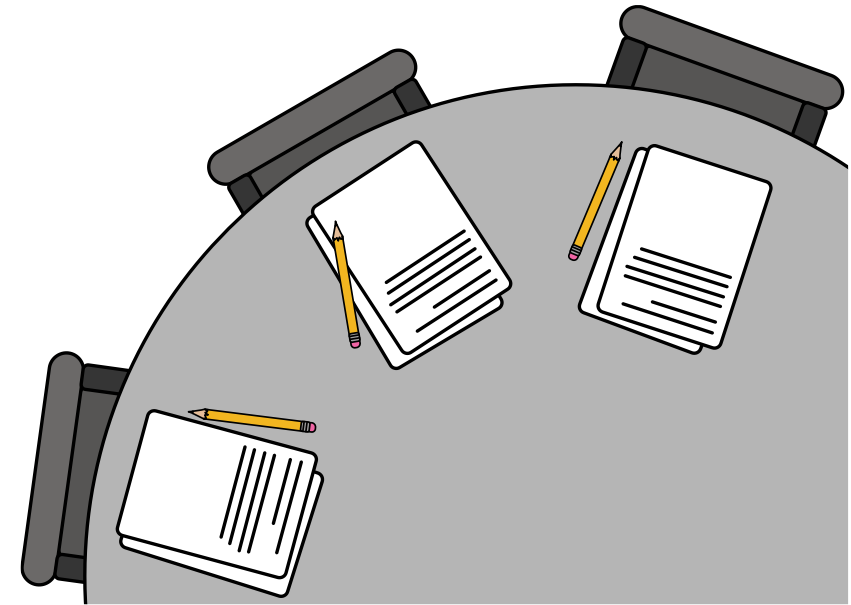
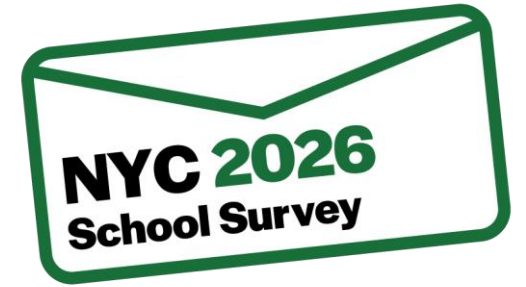
Students

- Invite **student government leaders** to encourage peers to participate
- Share **prior-year survey results** so students see how feedback leads to change

Share the Survey Purpose

Explain why the survey matters and how feedback is used

- Introduce the survey before administration and emphasize the importance of student voice
- Clearly share with families and students how survey feedback will be used
- Highlight examples of changes made based on survey results from previous years



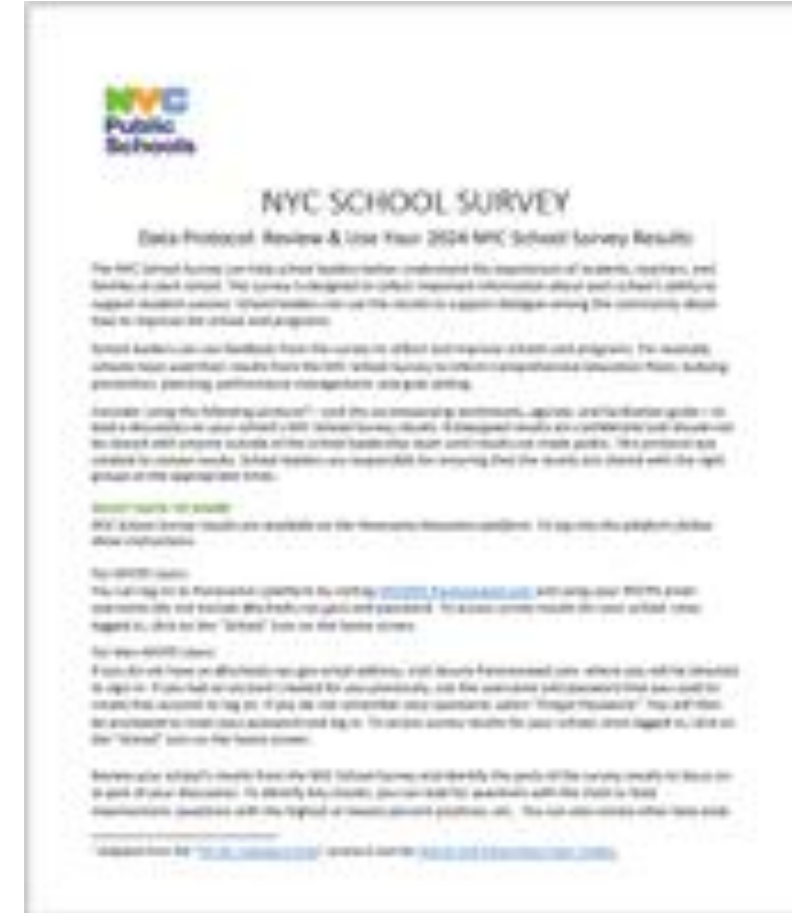
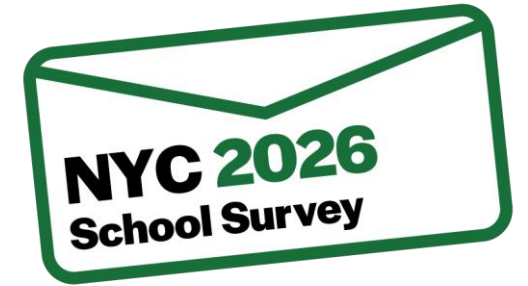
Share Survey Purpose

Use available resources to support clear and consistent communication

For school staff

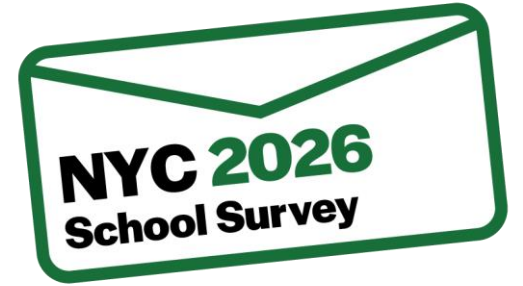
- **Data Protocol (InfoHub)**

Use this guide to support conversations with staff about understanding survey results and discussing trends from previous years.



Share Survey Purpose Continued

Use available resources to support clear and consistent communication

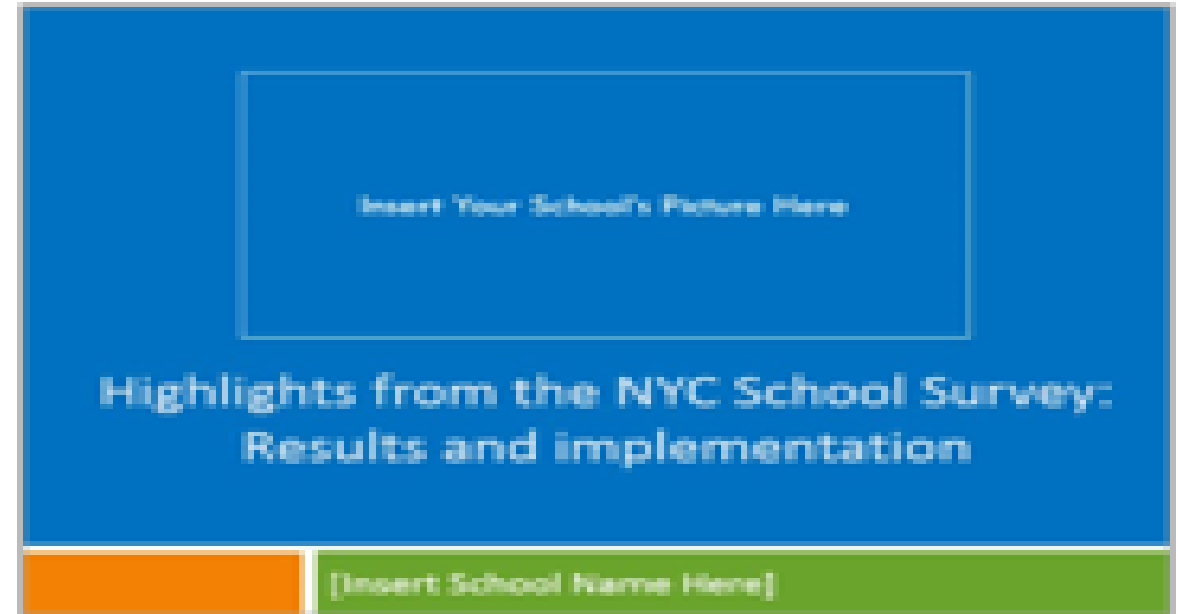


For Families

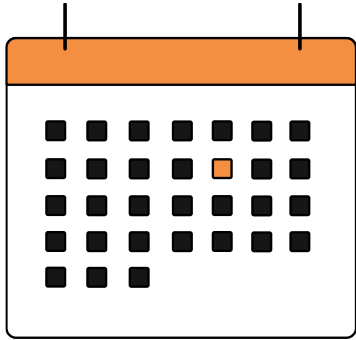
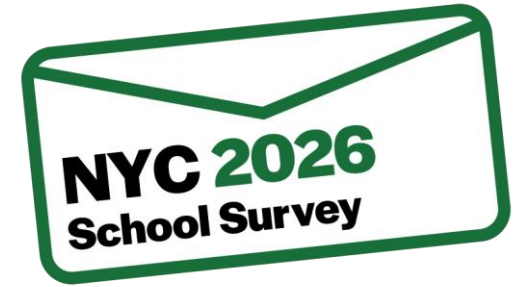
- **Family Engagement Toolkit**

Ready-to-use materials to explain the purpose and impact of the survey, including:

- Presentation to Families
- One Pager for Families
- Letter to Families
- Promotional Flyer
- Social Media Materials



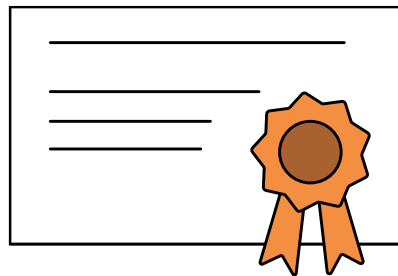
Tips for Promoting Survey Participation: During Survey Administration



Host an Event



Provide Technical Support



Make it Fun!

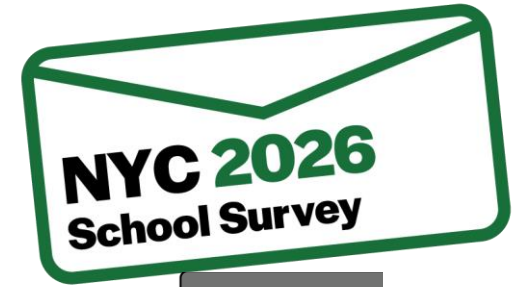


Follow-Up

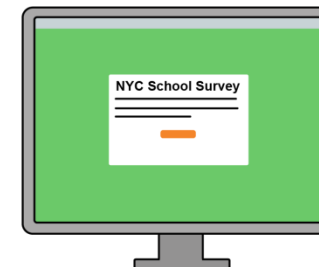
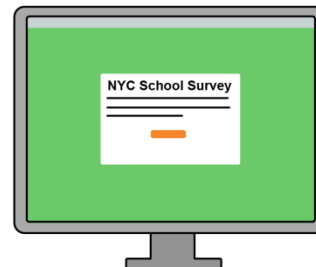
Provide Technical Support During Events

Reduce barriers by offering hands-on support

- Use **pre-planned in-person or virtual events** to support survey completion
- Provide **on-site or online technical help** when possible
- Encourage families to complete the survey on **smartphones and tablets**



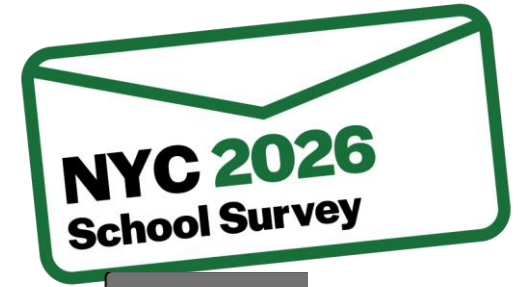
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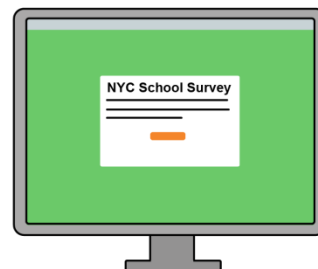
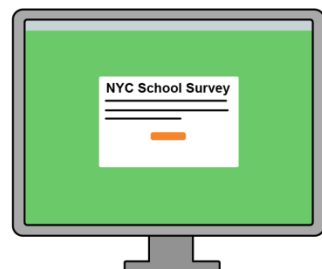
Plan Support with Family Needs in Mind

Use clear visuals and inclusive practices

- Use **visuals and step-by-step guidance** during online meetings
- Provide **language support or translation** when possible
- Consider technology access, language needs, and scheduling when planning outreach



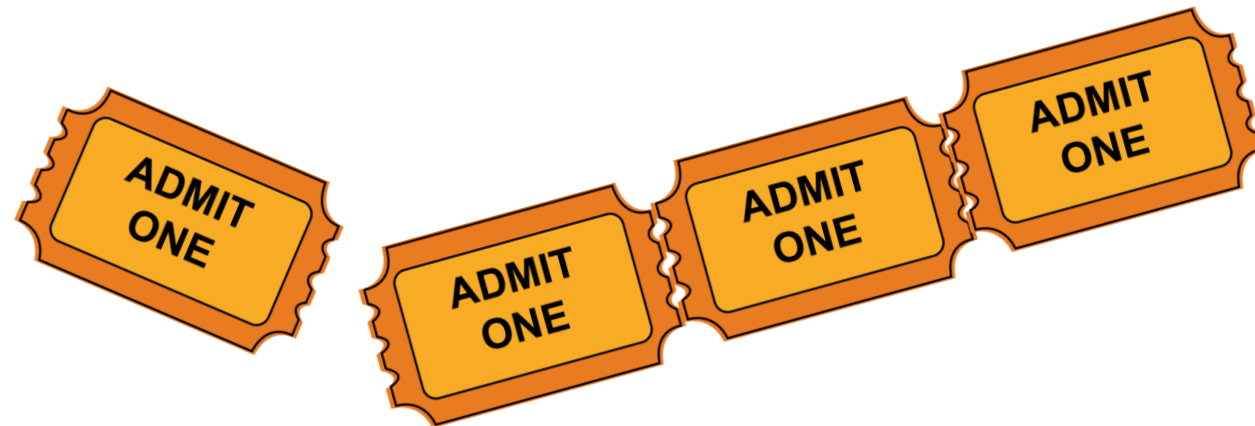
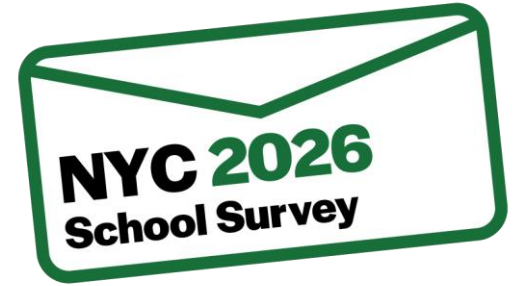
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Make it Fun!

Use simple, appropriate incentives to encourage participation

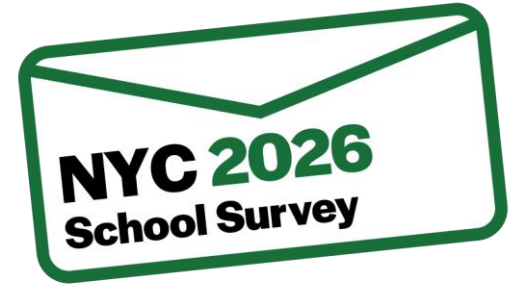
- Offer **schoolwide or class-based incentives**
Example: first class to reach 100% participation
- Consider **small family incentives**
Examples: raffle prize, small gift card
- Keep incentives **reasonable and appropriate**
(They should not influence how participants respond)

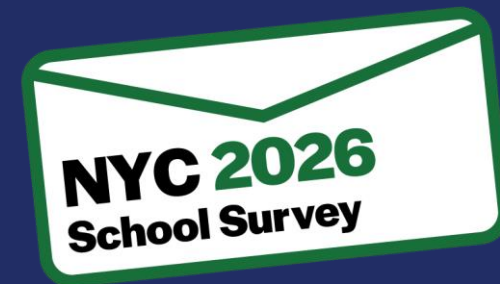


Follow-up

Consistent follow-up is key to increasing participation

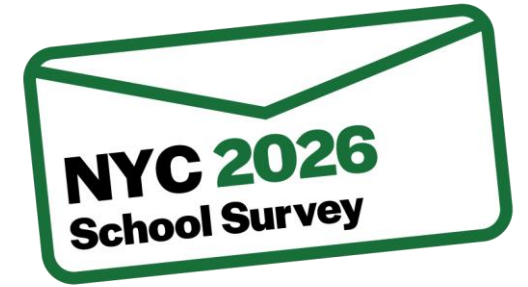
- Use **survey completion lists** in the Panorama platform to guide outreach
- Make outreach **personal** when possible (emails and phone calls)
- Send **regular reminders** using tools your school already uses





6. SURVEY ETHICS

Guidelines for Ethical Survey Administration



- Surveys must be completed in a **fully confidential and voluntary** manner
- School leaders and staff must avoid **any action or appearance of influence**
- Confidentiality must be protected for **students, families, and teachers/staff**
- Survey practices that violate this code of conduct may be **investigated**
- Depending on the outcome, **survey results may be invalidated**, and other disciplinary steps may be taken

How the Guidelines Apply in Practice

Administrator presence

- Administrators should not be in the same room or on the same call while teachers complete the survey

Incentives

- Small, reasonable incentives such as raffles or refreshments are permitted
- Incentives must not be significant enough to influence responses

Supporting families

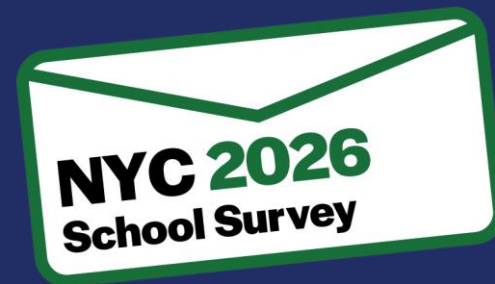
- Schools may provide translation support or explain survey questions when asked
- Schools must not complete surveys on behalf of respondents or misrepresent question meaning

Technical support

- Staff or volunteers may help families log in or navigate devices
- Support must not influence responses or compromise confidentiality

Time and space

- Schools may designate a time or space for survey completion, such as family teacher conferences
- Participation must not be restricted to that time or location
- Families and teachers should be informed they can complete the survey anytime during the administration window



7. Results

Where Are Survey Results Shared?

NYC School Survey Report

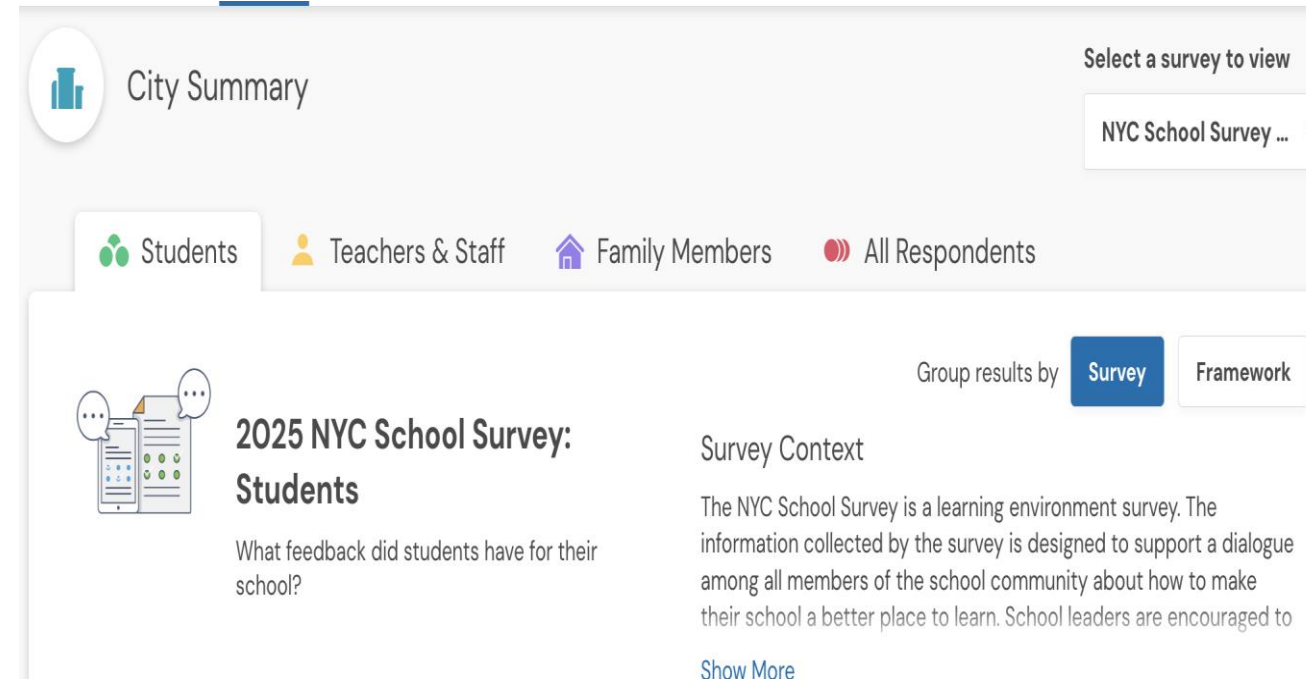
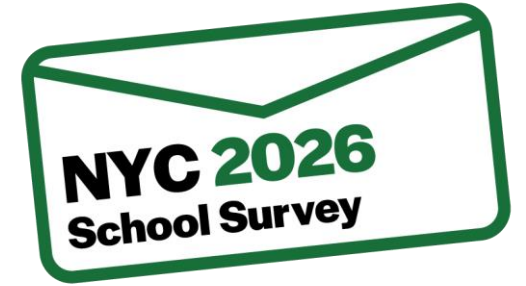
- Results are published in the NYC School Survey Report on the Panorama platform
- Results from surveys administered before 2020 are available in the School Quality Guide at tools.nycenet.edu

When Are Results Released

- Schools receive access to survey results in early summer
- Results are released publicly later in the year

How Are Results Used

- Survey results are used to calculate ratings in School Quality Reports
- Selected survey questions appear in the School Quality Snapshot



What information is available in the reports?

Survey Results Are Shown As

- Percent favorable results by question
- Results grouped by measure or topic

Results Can Also Be Viewed By

- Grade
- Race and ethnicity
- Gender
- Temporary housing status
- English Language Learner (ELL) status
- IEP status
- Intersection of gender and race or ethnicity

This helps schools better understand patterns in student and family resp



Parent Involvement in School

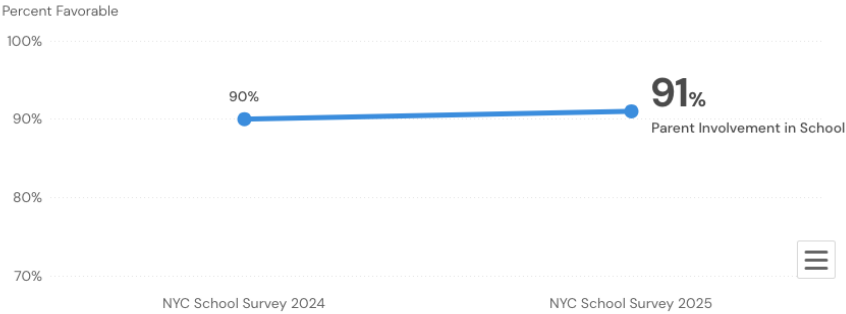
Based on 438,365 responses

This school creates opportunities for parents to be involved in school activities and in their child's learning. (Category: Relationships with Families)

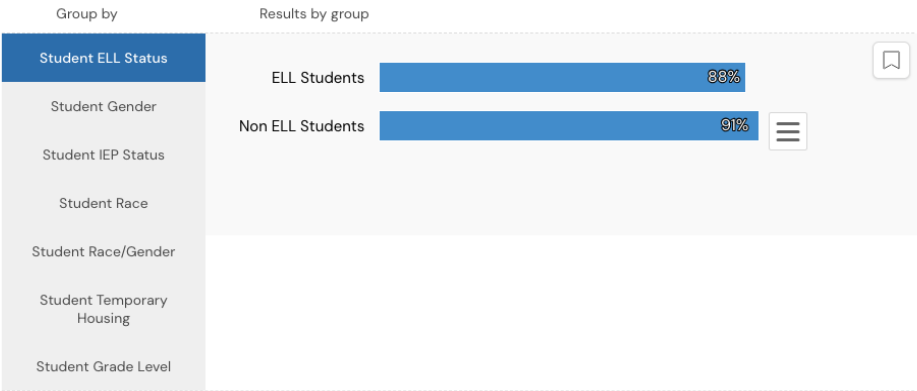
NYC School Survey

Relationships with Families: Family Involvement

How have results changed over time?



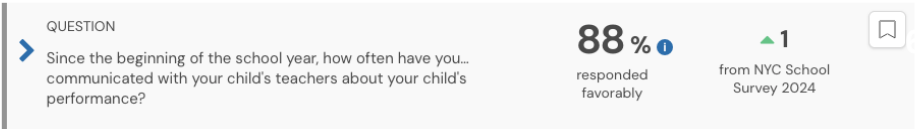
How did different groups respond?



Total of 438,365 responses

How did family members respond to each question?

Sorted by Survey order First to last Use full width charts



NYC School Survey Response Rate Recognition Program

Program Overview

- This recognition program launched last year and will continue during this year's survey administration.
- Schools are recognized for achieving high survey participation across respondent groups.

Eligibility

- District schools 1-32 and District 75
- Schools must achieve an overall response rate of **85 percent** across respondent groups.
- This includes teachers or staff, families, and students, where applicable.

Recognition

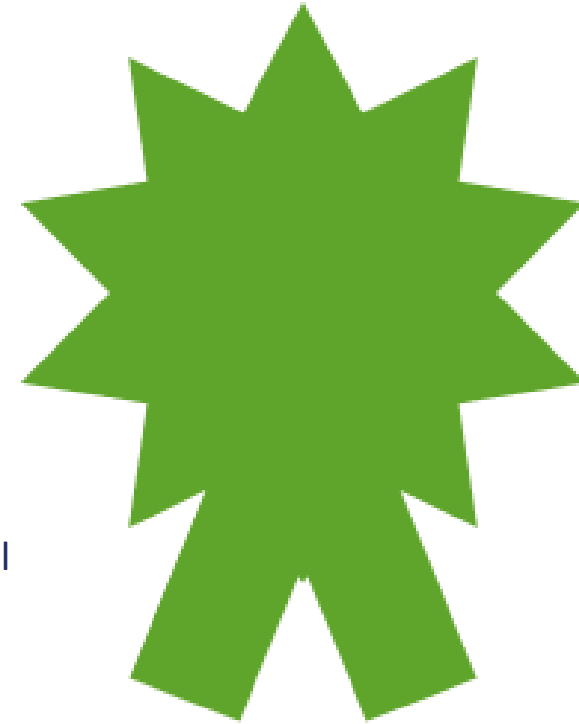
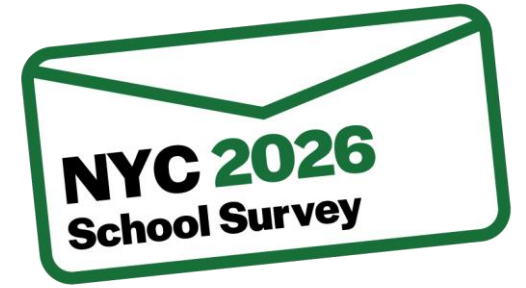
- Qualifying schools will receive a green ribbon on their 2026 NYC School Survey report and their **2025–26 School Quality Snapshot**.

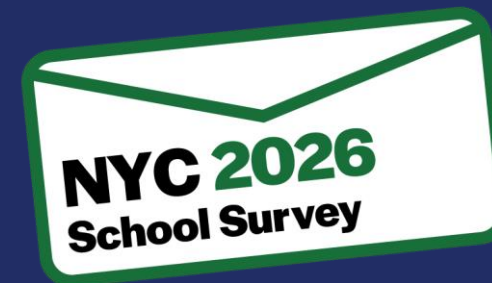
Timeline and Notification

- Schools that qualify will be notified by email prior to the embargoed release of the 2026 NYC School Survey results.

Important Note

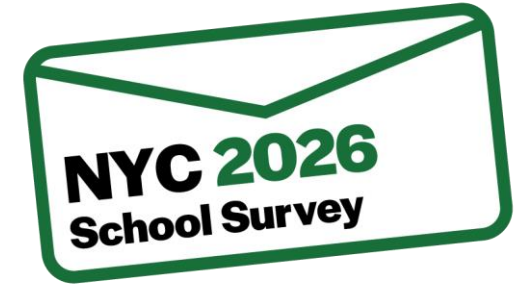
- This program remains a pilot. Only NYCPS district schools are eligible to participate this year.





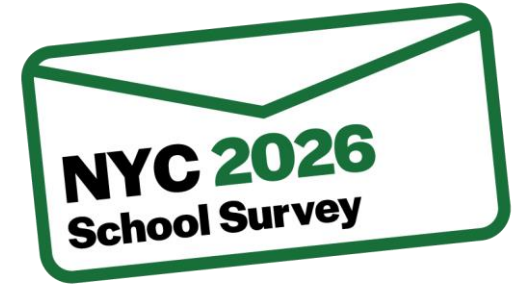
8. Next Steps

Survey Coordinator Responsibilities



- Review your weekly Survey Coordinator emails carefully for updates and instructions
- Direct families, students, teachers, and school support staff to NYCSchoolSurvey.org to access the survey
- Distribute teacher and staff access codes
- Support students and families who need help locating their Student Identification (OSIS) Number
- Keep your school aware of the survey deadline submission: **April 1, 2026**
- Ship completed family and student paper surveys by **April 1, 2026**
- Contact us at surveys@schools.nyc.gov with any questions or issues

Reminder: Updating Your Survey Coordinator

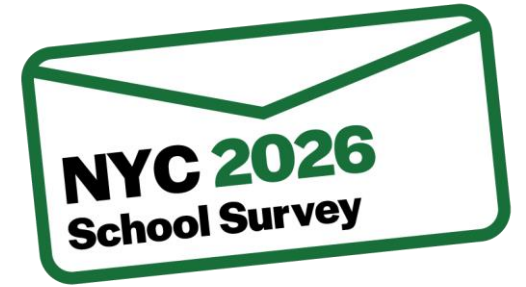


- To designate or change your school's Survey Coordinator, email surveys@schools.nyc.gov
- Please include the school name, DBN, and updated coordinator contact information

Resources

Visit NYCSchoolSurvey.org for:

- Online surveys for all respondents
- Survey Coordinator resources on the InfoHub



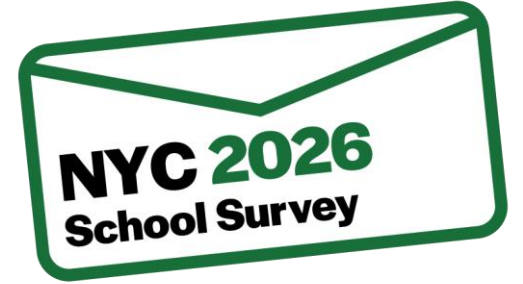
Key Guidance and Supports

- NYC School Survey FAQs
- Planning Training Deck
- Ethics Reference Guide

Accommodations Guide

- Supports students with IEPs and English Language Learners

Resources Continued

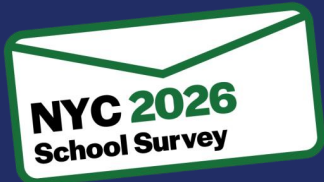


Student Support Tools

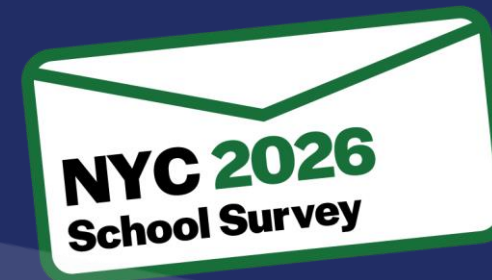
- Definitions Guide
 - Helps students understand survey terms and questions
 - May be used while students are taking the survey

Additional Support

- Email surveys@schools.nyc.gov for survey administration and policy support
- Weekly virtual office hours will be available during survey administration



YOUR *SCHOOL*
YOUR *CHILD*
YOUR *VOICE*



Thank you for joining us!