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EDUCATION

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# Elevating Student Voice Summer SEED Survey

Administration Guide

Summer 2024



Summer SEED  
SURVEY

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## What is the Summer SEED Survey?

The Summer SEED Survey is a student perception survey designed to help leaders better understand students' experiences in summer programs. The survey questions assess four areas of student engagement: accessible and engaging opportunities, co-creation and student interest, sense of belonging, and self-efficacy. These equity-driven constructs are foundational to high-quality summer programs and the basis of ODE's [Summer Learning Best Practice Guide](#) and [Companion Toolkit](#).

## Key Information

★ **Survey Window:** **June 25th**, 2024 through **September 13th**, 2024.

Student Survey Link	Respondents	Length & Accommodations
<a href="#">Summer SEED Survey</a> <sup>1</sup> 	<b>Grade Level:</b> All students entering grades <b>3-12</b> who are enrolled in a Summer Learning Program.  The Survey should be administered <b>during the last week of the program</b> .	<b>Length of Survey:</b> Approximately <b>10-15 minutes</b> .  <b>Languages Available:</b> English, Spanish, Vietnamese, Russian  <b>Paper Copy:</b> English, Spanish, Vietnamese, Russian

★ **NEW!** Summer SEED Survey [Administrator Feedback Form](#): ODE invites staff administering the Summer SEED Survey to provide feedback on their experience to help us improve future iterations.

## What is the Purpose of the Summer SEED Survey?

The purpose of the Summer SEED Survey is to amplify student voice, refine program implementation, and shape decision-making. Summer programs are voluntary and the success of these programs depend on creating the contexts where students are likely to become engrossed in learning that matters and is meaningful to them. The findings from this survey have the potential to improve the quality of summer programs across Oregon.

## How will Student Voice Data be Utilized?

The Oregon Department of Education will utilize survey data in the creation of reports and data briefs illustrating key impacts of summer learning from the student perspective. This information will determine technical assistance, professional development, and additional resources. Depending on sample size (N=10 or more respondents), **districts may request a report from ODE** to inform the continuous quality improvement of summer programming at the local level. [Here is a look at our Summer SEED Survey Report from 2022](#).

<sup>1</sup> [https://www.research.net/r/Expanded\\_Learning\\_Summer\\_Survey](https://www.research.net/r/Expanded_Learning_Summer_Survey)



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# Survey Overview

The following summarizes the basic survey administration procedures:

- **Access to Survey.** The district contact for the summer learning grant(s) will be sent the Summer SEED Survey materials via email. Districts should forward this guide and survey link to the schools/programs who will be responsible for survey administration at each summer program site.
  - ★ **Note:** Make sure the staff administering the survey to students have easy access to this guide.
  
- **Online Administration.** The survey is designed for online administration for convenience and prompt reporting of results. Districts can opt to use paper versions of the survey at their own cost.
  - ★ **Note:** Each individual paper survey must be entered into the online survey platform using the same link as the electronic survey.

There are **two versions of the paper survey (Grades 3-4 and Grades 5-12)** to accommodate different reading levels. Please use the appropriate version for your students.
  
- **Administration Period.** For summer 2024, the survey window begins on **June 18th**, 2024 and closes on **September 13th**, 2024.
  - ★ **Note:** Student surveys should be completed during summer programming, **ideally in the last week of the summer program.**
  
- **Voluntary Survey Participation.** A request for students to participate should be made, but ultimately this survey is voluntary<sup>2</sup>.
  
- **Privacy and Confidentiality.** The survey results are confidential. We do not ask for identifying information from respondents; only aggregated quantitative results are available to districts. We will not share survey results with a school or program that has less than 10 responses.
  
- **Reports.** Districts may request results of the Summer SEED Survey by emailing ODE at [ODE.SummerLearning@ode.oregon.gov](mailto:ODE.SummerLearning@ode.oregon.gov). We will send results to districts if the total respondent rate is 10 or more.
  - ★ **Note:** Ensure students enter the district and school name on the survey form if requesting results.
  
- **Valid and Reliable.** To obtain a valid, reliable, and representative sample, programs should aim to gather as many surveys as possible.

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<sup>2</sup> While ESDs, districts, and schools that receive certain grants (see [Appendix B](#)) are required to offer and administer the Summer SEED Survey, students may choose not to participate.



- ❑ **Assistance.** ODE assistance is available to support you in planning and implementing the survey. Questions about administration of the survey or technical assistance should be directed to [ODE.SummerLearning@ode.oregon.gov](mailto:ODE.SummerLearning@ode.oregon.gov).
- ❑ **Accommodations.** Survey administrators must ensure appropriate accommodations for students, such as screen readers and pairing with an adult to read the questions aloud. This survey does not include any question types that are inaccessible or difficult to use for a screen reader (such as sliders, drag and drop, image, etc.). As shown in the image below, this survey has received the highest accessibility score.



## Survey Administration Tasks

The following is an overview of the major tasks to be completed to ensure survey administration success. Details follow in Task 2.

### ☑ TASK 1 – Make Administration Arrangements

★ **Make sure this administration guide is available for the staff conducting the survey.**

★ Plan **multiple opportunities during the last week of the summer program** for students to take the survey. The survey takes approximately **10-15 minutes** to complete.

The Summer SEED Survey is completed online using the SurveyMonkey platform to simplify planning and logistics for schools and districts.

#### Online administration:

Each participant should go to the webpage link and complete the survey (no login is required). The district administrator should make sure the instructions are distributed to the appropriate summer learning staff and encourage a high rate of participation. Respondents can take the survey from any computer/device, at any convenient time during the survey window; they simply need the survey link.

#### Paper Survey:

Districts may opt to use paper versions of the survey at their own cost, but are encouraged to use the electronic version. **Each individual paper survey must be entered** into the online survey platform using the same link as the electronic survey.



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## ☑ TASK 2 – Distribute and Administer Survey Materials

### ★ **Important Note:**

Please ensure your students enter the **program name, district (or ESD) name, and school name** for the summer program they are attending if:

- ☑ Your ESD, district, or school is receiving a grant<sup>3</sup> that requires the administration of this survey; and/or
- ☑ Your district would like to request their survey results

1. If you know, enter the **name of your summer program.**

2. **District Name:** Select the school district where your summer program is being held:

*(Type the first letter(s) of the district name to narrow the list)*

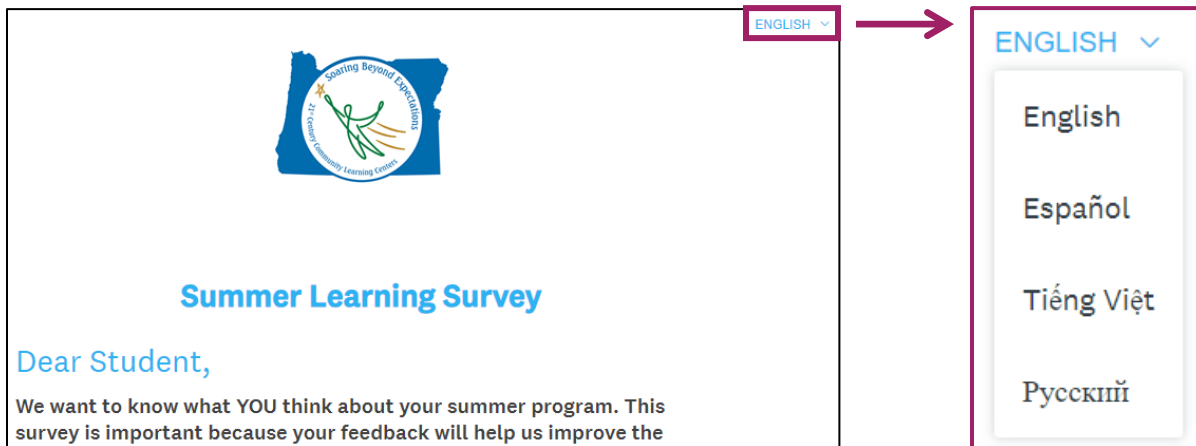
3. Please select the **first letter/symbol** of the **school name** where your summer program is being held.

### Helpful Tips:

★ Write the **program name, district (or ESD) name, and school name** on a white board or place where all students can see it.

→ The list of school names is separated into three alphabetized categories. Students should begin by choosing the first letter or symbol of their school name, and the survey will then prompt them to pick from a dropdown menu.

★ Students who prefer to take the survey in Spanish, Vietnamese, or Russian can change the language using the dropdown located in the upper right corner of the electronic survey.



The screenshot shows the 'Summer Learning Survey' interface. At the top right, there is a dropdown menu currently set to 'ENGLISH'. A red arrow points to a larger view of this dropdown menu, which lists four language options: 'English', 'Español', 'Tiếng Việt', and 'Русский'.

<sup>3</sup> ESDs, districts, and charter schools receiving a [21<sup>st</sup> CCLC \(Title IV-B\) Grant](#), [SSA Summer Grant](#), and/or [HB 4082 State Summer Learning Grant](#) are **required to administer the Summer SEED Survey**.

A list of entities receiving each grant is included in [Appendix B](#).



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### ☑ TASK 3 – Monitor Participation

A high level of participation should be encouraged to ensure that the data are representative and valid. Program leaders should employ strategies to ensure a higher rate of responses. These may include:

- Checking in with summer program staff at each site to ensure survey links or paper copies were administered to students.
- Creating make-up opportunities for students to take the survey.
- Providing incentives (e.g., extra outdoor play time, ice cream on Friday, etc.) to encourage participation.

### ☑ TASK 4 – Review Results

Districts may request results of the Summer SEED Survey from ODE by sending an email to [ODE.SummerLearning@ode.oregon.gov](mailto:ODE.SummerLearning@ode.oregon.gov). ODE will not publicly post disaggregated results at the school/program level. However, a state level report will be posted on the [ODE Summer Learning Resources webpage](#).

## Key Messages for Educators and School Leaders

### The Summer SEED Survey:

- ☑ **Provides opportunity to hear directly from students.** The Summer SEED Survey gives students the opportunity to voice their summer learning experiences.
- ☑ **Is an equity tool that meets the moment.** The results of the survey give schools powerful information to create more equitable learning experiences based on the perceptions and lived experiences of students in their schools.
- ☑ **Is designed to capture students' sense of belonging and experience during summer programs.** The survey asks students about their experience, their access to well-rounded opportunities, their choices in summer opportunities, and if they feel supported with a sense of belonging.
- ☑ **Has flexible administration options.** The survey may be given in a proctored in-class session using the secure browser, or in a non-proctored 'assignment' that students may take online through a non-secure, web-based browser at any time within the selected window.
- ☑ **Takes 10-15 minutes.** The survey is brief, with select-response items for grades 3-12 and an additional three open-ended responses.



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# Frequently Asked Questions

**Q: Is the Summer SEED Survey required?**

**A:** It depends. ESDs, districts, and charter schools receiving a [21<sup>st</sup> CCLC \(Title IV-B\) Grant](#), [SSA Summer Grant](#), and/or [HB 4082 State Summer Learning Grant](#) **are required** to administer the Summer SEED Survey for **all summer programs that use these grant funds and serve students entering grades 3-12**. A list of entities receiving each grant is included in [Appendix B](#).

For all other entities, the Summer SEED Survey is optional, though highly encouraged.

**Q: Is the Summer SEED Survey the same as the SEED Survey administered during the regular school year?**

**A:** No. While the Summer SEED Survey is aligned to the [Oregon SEED Survey](#) for the regular school year and contains some of the same questions, it also includes additional items based on the core concepts of ODE’s [Summer Learning Best Practice Guide](#) and [Companion Toolkit](#). The Summer SEED Survey is also anonymous and completed online using the SurveyMonkey platform.

**Q: Since survey items are non-secure, can teachers or parents help students with the answers?**

**A:** Some Summer SEED Survey items ask students to evaluate their summer program experience, so it is important that students are provided with the privacy and independence needed to allow for personalized responses. Adults may help students better understand survey questions. For example, teachers or parents may read a question aloud or explain what a word means.

**Q: Can the Summer SEED Survey be paused?**

**A:** The Summer SEED Survey cannot be paused. As a result, it is best to create a window where students can complete the full survey in the allotted time provided.



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## Appendix A: Example Survey Script

Summer programs may use this script to introduce the survey to students before they complete it.

### Introducing the Survey

*We want to know what you think about our summer learning program. This survey is important because your feedback will help us improve the program by learning how we can better support you! It only takes about 10-15 minutes, but there is no time limit. If you need a little more time, that's ok. A few things to note:*

- *There are no right or wrong answers - this is not a test! We just want to know how you feel.*
- *No one will know what answers you give, so please answer honestly.*
- *Participation is voluntary, which means you don't have to take the survey or complete any questions that you don't want to answer. That said, we hope you will because your answers give us important information to help our program become even better.*



**Anyone who does not wish to participate should tell me now.**

*Let's look at the first three questions together. For question 1, be sure to type or write in the name of the program that you attend. Our program name is (\_\_\_\_\_). For question 2, select our district [or ESD] name (\_\_\_\_\_) from the dropdown menu. You can quickly find our district [or ESD] name by typing the first letter ( ). For question 3, choose the first letter of our school name ( ), click "Next" and then select our school name (\_\_\_\_\_) from the dropdown menu. This information is also written on the whiteboard.*

*Now you can complete the rest of the survey. Please read each item carefully and mark one choice for each item. If you prefer not to answer a question just skip it.*

*If you have any questions or need help reading the survey, please raise your hand. When you are done, submit your answers and exit the survey.*

*Thank you for taking this survey!*



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## Appendix B: Entities Required to Administer the Summer SEED Survey

ESDs, school districts, and charter schools receiving a [HB 4082 State Summer Learning Grant](#), [SSA Summer Grant](#), and/or [21<sup>st</sup> CCLC \(Title IV-B\) Grant](#) are **required to administer the Summer SEED Survey** as part of their grant reporting requirements.

The below table lists **all entities that are required to administer the survey**. If your entity is **not** listed in this table, they are **not required** to administer the survey.

Entity ID	Entity Name [Required to Administer Survey]	Dist ID	ESD/School District Name	HB 4082 State Summer Grantee	SSA Summer Grantee	21st CCLC (Title IV-B) Grantee
3247	Armadillo Technical Institute	2039	Phoenix-Talent SD 4	X		
2243	Beaverton SD 48J	2243	Beaverton SD 48J	X		X
2088	Bethel SD 52	2088	Bethel SD 52	X		
833	Boise-Eliot Elementary School	2180	Portland SD 1J		X	
467	Bonanza Elementary School	2057	Klamath County SD		X	
2185	Centennial SD 28J	2185	Centennial SD 28J	X		X
2191	Central SD 13J	2191	Central SD 13J	X		X
168	Clatskanie Middle/High School	1945	Clatskanie SD 6J		X	
2223	Columbia Gorge ESD	2223	Columbia Gorge ESD	X		X
1965	Coos Bay SD 9	1965	Coos Bay SD 9	X		
1901	Corvallis SD 509J	1901	Corvallis SD 509J			X
2187	David Douglas SD 40	2187	David Douglas SD 40	X		X
949	Davis Elementary School	2182	Reynolds SD 7		X	
2253	Dayton SD 8	2253	Dayton SD 8	X		
1980	Douglas ESD	1980	Douglas ESD	X		
228	Driftwood Elementary School	1973	Port Orford-Langlois SD 2CJ		X	
3402	Dufur School	2229	Dufur SD 29		X	
2043	Eagle Point SD 9	2043	Eagle Point SD 9	X		
3361	Eddyville Charter School	2097	Lincoln County SD		X	
2082	Eugene SD 4J	2082	Eugene SD 4J			X
1005	Falls City Elementary School	2193	Falls City SD 57		X	
2193	Falls City SD 57	2193	Falls City SD 57	X		X
2241	Forest Grove SD 15	2241	Forest Grove SD 15	X		X
4040	Four Rivers Community School	2336	Ontario SD 8C	X		
2137	Gervais SD 1	2137	Gervais SD 1	X		
472	Gilchrist Elementary School	2057	Klamath County SD		X	
946	Glenfair Elementary School	2182	Reynolds SD 7		X	
2183	Gresham-Barlow SD 10J	2183	Gresham-Barlow SD 10J	X		X



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Entity ID	Entity Name [Required to Administer Survey]	Dist ID	ESD/School District Name	HB 4082 State Summer Grantee	SSA Summer Grantee	21st CCLC (Title IV-B) Grantee
2206	Hermiston SD 8	2206	Hermiston SD 8	X		
1975	High Desert ESD	1975	High Desert ESD	X		
2239	Hillsboro SD 1J	2239	Hillsboro SD 1J	X		
355	Hines Middle School	2014	Harney County SD 3		X	
2024	Hood River County SD	2024	Hood River County SD			X
4867	Hope Chinese Charter School	2244	Beaverton SD 48J	X		
998	Independence Elementary School	2191	Central SD 13J		X	
2200	InterMountain ESD	2200	InterMountain ESD	X		
4048	Irrigon Elementary School	2147	Morrow SD 1		X	
2053	Jefferson County SD 509J	2053	Jefferson County SD 509J	X		X
2049	Jefferson ESD	2049	Jefferson ESD	X		
2140	Jefferson SD 14J	2140	Jefferson SD 14J	X		
864	Kelly Elementary School	2180	Portland SD 1J		X	
518	Kelly Middle School	2082	Eugene SD 4J		X	
5205	Kids Unlimited Charter School	2048	Medford SD 549C	X		
2057	Klamath County SD	2057	Klamath County SD	X		
2056	Klamath Falls City Schools	2056	Klamath Falls City Schools	X		X
2064	Lane ESD	2064	Lane ESD	X		X
1310	LaPine Middle School	1976	Bend-LaPine Administrative SD 1		X	
2101	Lebanon Community SD 9	2101	Lebanon Community SD 9			X
870	Lent Elementary School	2180	Portland SD 1J		X	
2097	Lincoln County SD	2097	Lincoln County SD	X		X
2098	Linn Benton Lincoln ESD	2098	Linn Benton Lincoln ESD	X		
449	Lorna Byrne Middle School	2055	Three Rivers/Josephine County SD		X	
430	Madras Elementary School	2053	Jefferson County SD 509J		X	
2085	Mapleton SD 32	2085	Mapleton SD 32	X		
2205	Milton-Freewater Unified SD 7	2205	Milton-Freewater Unified SD 7	X		
2249	Mitchell SD 55	2249	Mitchell SD 55	X		
2147	Morrow SD 1	2147	Morrow SD 1	X		
2145	Mt Angel SD 91	2145	Mt Angel SD 91	X		
2148	Multnomah ESD	2148	Multnomah ESD	X		
3490	Multnomah Learning Academy	2182	Reynolds SD 7	X		
2199	Nestucca Valley SD 101J	2199	Nestucca Valley SD 101J	X		X
4041	Network Charter School	2083	Eugene SD 4J	X		
4202	Nixyaawii Community School	2207	Pendleton SD 16	X		
2004	North Central ESD	2004	North Central ESD	X		X
1924	North Clackamas SD 12	1924	North Clackamas SD 12			X
1289	North Lake School	2061	North Lake SD 14		X	



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2141	North Marion SD 15	2141	North Marion SD 15	X		
4131	North Wasco County SD 21	4131	North Wasco County SD 21	X		
2230	Northwest Regional ESD	2230	Northwest Regional ESD	X		
601	Oakridge Junior High School	2093	Oakridge SD 76		X	
2093	Oakridge SD 76	2093	Oakridge SD 76	X		
878	Ockley Green Middle School	2180	Portland SD 1J		X	
2108	Ontario SD 8C	2108	Ontario SD 8C	X		
963	Parklane Elementary School	2185	Centennial SD 28J		X	
2181	Parkrose SD 3	2181	Parkrose SD 3	X		
879	Peninsula Elementary School	2180	Portland SD 1J		X	
4391	Phoenix School	1991	Douglas County SD 4	X	X	
2039	Phoenix-Talent SD 4	2039	Phoenix-Talent SD 4	X		
2047	Pinehurst SD 94	2047	Pinehurst SD 94	X		
210	Powers Elementary School	1967	Powers SD 31		X	
1967	Powers SD 31	1967	Powers SD 31	X		
2001	Reedsport SD 105	2001	Reedsport SD 105	X		
2218	Region 18 ESD	2218	Region 18 ESD	X		
1254	Reynolds Middle School	2182	Reynolds SD 7		X	
2182	Reynolds SD 7	2182	Reynolds SD 7	X		X
2142	Salem-Keizer SD 24J	2142	Salem-Keizer SD 24J	X		X
3989	Salish Ponds Elementary School	2182	Reynolds SD 7		X	
4038	Siletz Valley School	2100	Lincoln County SD	X		
889	Sitton Elementary School	2180	Portland SD 1J		X	
1949	South Coast ESD	1949	South Coast ESD	X		
1994	South Umpqua SD 19	1994	South Umpqua SD 19	X		
2025	Southern Oregon ESD	2025	Southern Oregon ESD	X		
2083	Springfield SD 19	2083	Springfield SD 19	X		X
1948	St Helens SD 502	1948	St Helens SD 502			X
2102	Sweet Home SD 55	2102	Sweet Home SD 55			X
394	Table Rock Elementary	2043	Eagle Point SD 9		X	
2055	Three Rivers/Josephine County SD	2055	Three Rivers/Josephine County SD	X		
2242	Tigard-Tualatin SD 23J	2242	Tigard-Tualatin SD 23J			X
3401	Triangle Lake Charter School	2095	Blachly SD 90		X	
2210	Ukiah SD 80R	2210	Ukiah SD 80R	X		
2204	Umatilla SD 6R	2204	Umatilla SD 6R	X		X
1947	Vernonia SD 47J	1947	Vernonia SD 47J			X
896	Vestal Elementary School	2180	Portland SD 1J		X	
137	Walter L Kraxberger Middle School	1931	Gladstone SD 115		X	



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Entity ID	Entity Name <b>[Required to Administer Survey]</b>	Dist ID	ESD/School District Name	HB 4082 State Summer Grantee	SSA Summer Grantee	21st CCLC (Title IV-B) Grantee
432	Warm Springs K-8 Academy	2053	Jefferson County SD 509J		X	
797	Washington Elementary School	2146	Woodburn SD 103		X	
4058	Willamette Leadership Academy	2083	Springfield SD 19	X		
2255	Willamina SD 30J	2255	Willamina SD 30J	X		
277	Winchester Elementary	1991	Douglas County SD 4		X	
4047	Windy River Elementary School	2147	Morrow SD 1		X	
2146	Woodburn SD 103	2146	Woodburn SD 103	X		X
903	Woodmere Elementary School	2180	Portland SD 1J		X	



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