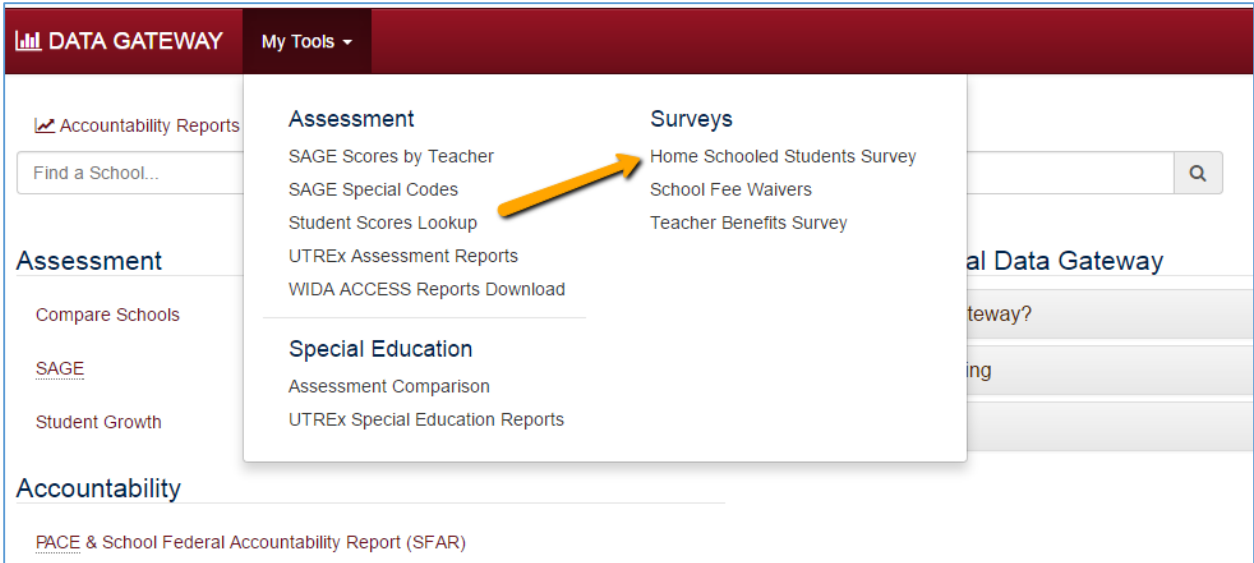


# Data Gateway Surveys Tool

## Survey Tool

**Data Gateway Survey Tools** – This tool has taken the place of the Year-End Web Survey (YEWS). YEWS was a stand-alone web application for collecting miscellaneous data from LEAs required in the aggregate (at the school or LEA-level). As such, YEWS no longer exists.

Survey Tools is a component of the Data Gateway. Data formerly collected via YEWS and other miscellaneous mechanisms are now being collected via Survey Tools.



**Note:** Survey Tools has nothing to do with UTREX or CACTUS. Survey Tools does not take the place of data submitted on individual students and teachers via those two systems.

## Survey Tool Components

**Surveys** – Each survey in Survey Tools is completely independent of the others. They do not have to be submitted at the same time or in any particular order. Each one can be submitted by a different person in the LEA. How an LEA organizes its local data collection and reporting effort is at the LEA’s discretion. There is no mechanism for an LEA to certify the accuracy of the submission other than to submit it, but it can update the data that has been submitted at any point up to the deadline.

In the example below of the “Home-Schooled Students Survey,” the LEA user opens the survey, checks the school year setting and the LEA (or school) data to be entered, and enters the number of students home-schooled. Once the number has been entered, the user clicks on the “Save” button to record results.

School Year  
2015/2016

District  
WEBER DISTRICT

### Home Schooled Students Survey

**Purpose:** The goal in collecting this data is to produce a reasonable estimate of the extent of full-time home schooling in Utah.

**Instructions:** Enter the number of school-age (5-17 year-old) minors who were excused from public school attendance for home schooling by your local board of education in accordance with Utah Code 53A-11-102(2) during the school year.

**Note:** This survey is only required of school districts. Although S.B. 39 (2014) extended authority to charter school governing boards to excuse students from school attendance for certain reasons and specified periods of time, fundamental responsibility for enforcement of compulsory school attendance law over particular geographic jurisdictions remains with the local boards of school districts, and only they can excuse a student completely for home schooling.

**Due:** August 5, 2016, for the 2015-16 school year.

**Help:** M'Lissa Holt (mlissa.holt@schools.utah.gov; 801-538-7618), Data and Statistics.

Enter the number of school-age (5-17 year-old) minors who were excused from public school attendance.

Category	Total
Home Schooled Students	0

Save

Details on how to complete a survey are given in the survey itself, as shown above in the Home-Schooled Students Survey example and below in the School Fee Waivers Survey example. For each survey, six pieces of information are typically given.

- 1) **Purpose** – Purpose of data collection and requirements, along with which level the submission is needed, either at an LEA level or for all schools.
- 2) **Definitions** – Additional information defining values and variables needed to complete the survey.
- 3) **Instructions** – Instructions on completing the survey.
- 4) **Notes** – Additional information to consider.
- 5) **Due** – Due date for final submission
- 6) **Help** – Information on who to ask for more information about the survey.

### School Fee Waivers Survey

**Purpose:** The goal in collecting this data is two-fold: (1) to inform the state legislature regarding the financial impact of state fee waiver policy by satisfying a fee waiver reporting requirement [Utah Code 53A-3-403(4)(a)]; and (2) to comply with a 1994 Third District Court order to collect fees "charged" (not just fees waived) by school.

**Definitions:** **Fees charged** should include all fees that have actually been collected at the time of reporting plus fees that are reasonably expected to be collected within 60 days of the end of the fiscal year. Fees charged should not include charges for class rings, letter jackets, school photos, school yearbooks, and similar articles, since they are not required for participation in a class or activity and therefore are not technically fees subject to the waiver requirements. When considering whether a particular fee should be included, the key is whether the fee affects a student's access to a school-sponsored (educational) opportunity. If the student has to pay to participate or pay to obtain material needed to fully participate, it should be included. In practical terms, if it is a fee that you would waive for a student who meets the waiver requirements, include it. If you would not waive the fee under any circumstances, do not include it.

**Instructions:** For each school listed, enter the requested amount of dollars or count of students. If no fees were charged or waived, leave the value at 0.

**Note:** In addition to submitting this data, the superintendent of each school district and the principal or director of each school must certify compliance with the aforementioned court order. See <http://www.schools.utah.gov/law/Forms.aspx> for more information about that requirement.

**Due:** Friday, October 15, for the 2015-16 school year. This is the same deadline as the "accounting report" required under Utah Code 51-2a-201 and referenced in Utah Code 53A-3-403(3).

**Help:** For this survey, M'Lissa Holt (mlissa.holt@schools.utah.gov; 801-538-7618), Data and Statistics; for everything else concerning fee waivers, Kathy Akin (kathy.akin@schools.utah.gov; 801-538-7830), Special Projects (formerly School Law).

Listed below are the individual surveys which currently make up Survey Tools.

# Available Surveys

## Classified Staff FTE

Required of: All LEAs

Formerly collected via: YEWS

Request this role from your local Data Gateway administrator: **Classified Staff FTE Survey LEA User**

Data pertaining to the 2015-16 school year due: August 5, 2016

Questions about the content of the survey should go to: M'Lissa Holt

## Home-Schooled Students

Required of: School districts only

Formerly collected via: YEWS

Request this role from your local Data Gateway administrator: **Home-School Survey LEA User**

Data pertaining to the 2015-16 school year due: August 5, 2016

Questions about the content of the survey should go to: M'Lissa Holt

## Library Books and Electronic Resources

Required of: Only LEAs which received funds to purchase library books and electronic resources through the School Library Books and Electronic Resources funding program

Formerly collected via: SurveyMonkey

Request this role from your local Data Gateway administrator: **Library Survey LEA User**

Data pertaining to the 2015-16 school year due: July 15, 2016

Questions about the content of the survey should go to: Jennifer Throndsen

## School Fee Waivers

Required of: All LEAs for each school in the LEA

Formerly collected via: YEWS

Request this role from your local Data Gateway administrator: **School Fee Waivers Survey LEA User**

Data pertaining to the 2015-16 school year due: October 15, 2016

Questions about the content of the survey should go to: M'Lissa Holt

## Teacher Benefits

Required of: All LEAs

Formerly collected via: YEWS

Request this role from your local Data Gateway administrator: **Teacher Benefits Survey LEA User**

Data pertaining to the 2015-16 school year due: August 5, 2016

Questions about the content of the survey should go to: M'Lissa Holt

## Title I Staff

Required of: All LEAs

Formerly collected via: spreadsheet

Request this role from your local Data Gateway administrator: **Title I Staff FTE Survey LEA User**

Data pertaining to the 2015-16 school year due: August 5, 2016

Questions about the content of the survey should go to: M'Lissa Holt

# Accessing Survey Tools

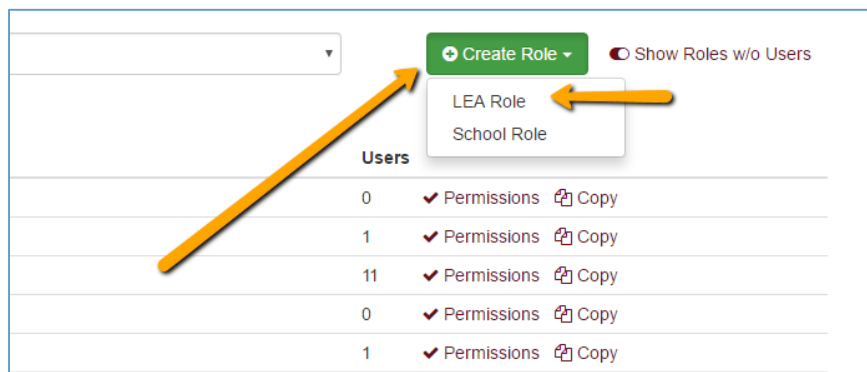
**Roles to Access Survey** – These surveys are intended to assist district and charter schools report miscellaneous data required in the aggregate level.

The Survey Tools can be found by logging into the Utah Educational Data Gateway and selecting “My Tools” from the main menu. Access is granted by the LEA Administrator. Questions about Data Gateway accounts and access should go first to the local Data Gateway administrator.

To assign a Data Gateway user to complete a survey, the Data Gateway “LEA Admin” assigns the correct roles to the user. As stated above in “Obtainable Surveys,” there are six possible surveys and their associated roles available at the LEA level.

Roles		LEA	WEBER DISTRICT	Create Role	Show Roles w/o Users
WEBER DISTRICT					
				Users	
●	ALS LEA User	0	✓ Permissions	🔗 Copy	
●	Assessment LEA Account Manager	1	✓ Permissions	🔗 Copy	
●	Assessment LEA User	11	✓ Permissions	🔗 Copy	
●	Classified Staff FTE Survey LEA User	0	✓ Permissions	🔗 Copy	
●	Graduation LEA User	1	✓ Permissions	🔗 Copy	
●	Home School Survey LEA User	0	✓ Permissions	🔗 Copy	
●	LEA Admin	1	✓ Permissions		
●	Library Survey LEA User	0	✓ Permissions	🔗 Copy	
●	School Fee Waivers Survey LEA User	0	✓ Permissions	🔗 Copy	
●	Special Education LEA User	2	✓ Permissions	🔗 Copy	
●	Student Locator	0	✓ Permissions	🔗 Copy	
●	Teacher Benefits Survey LEA User	0	✓ Permissions	🔗 Copy	
●	Title I Staff FTE Survey LEA User	0	✓ Permissions	🔗 Copy	
●	UTREx LEA User	4	✓ Permissions	🔗 Copy	
●	UTREx Restricted LEA User	0	✓ Permissions	🔗 Copy	

The LEA Admin may choose to create a single role that grants access to all surveys. This is done by selecting the “Create Role” green button found at the top right side of the page, and then picking the “LEA Role” option.



A new window will appear to create an LEA Role for the given district or charter school. The LEA Admin gives a title for the new role and enters in a description of the role. To select the desired surveys, the LEA Admin clicks on the Surveys Permission toggle.

Create LEA Role for WEBER DISTRICT

**WARNING:** You are creating a Custom Role. Custom Roles are not automatically updated by USOE when new feat manually maintained by the LEA.

**Title:** Survey

**Description:** Role for all Year End Web Surveys

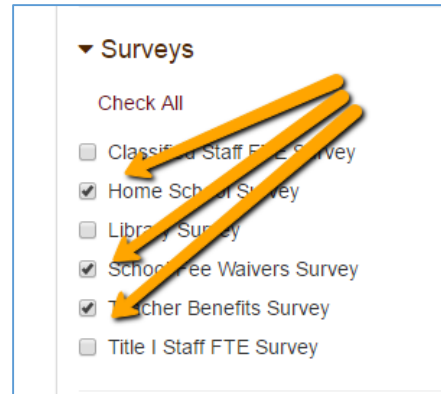
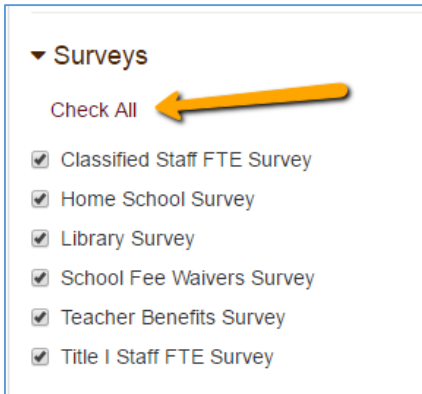
**Permissions**

- ▶ Accountability
- ▶ Assessment
- ▶ Graduation
- ▶ Special Education
- ▶ Surveys

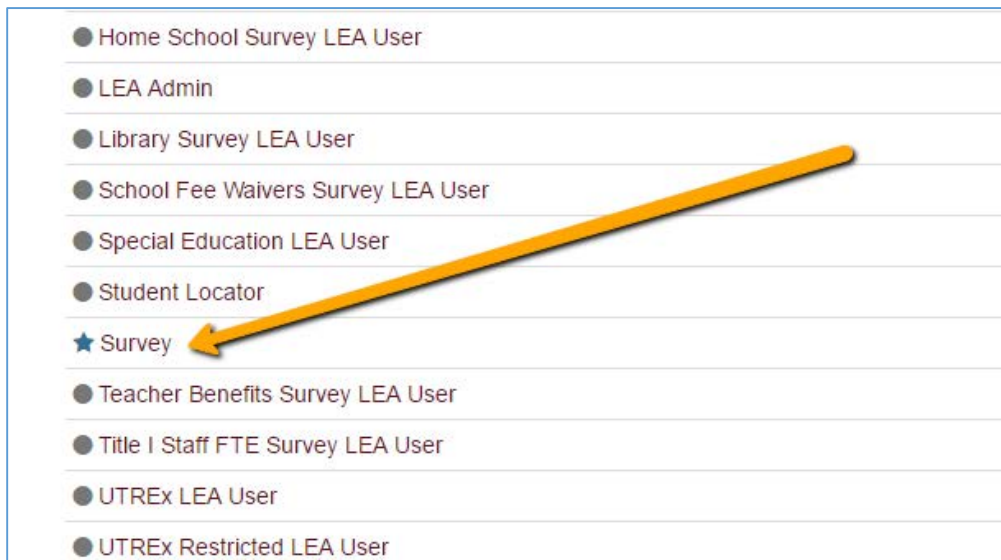
**Permissions**

- ▶ Accountability
- ▶ Assessment
- ▶ Graduation
- ▶ Special Education
- ▼ Surveys
  - Check All
  - Classified Staff FTE Survey
  - Home School Survey
  - Library Survey
  - School Fee Waivers Survey
  - Teacher Benefits Survey
  - Title I Staff FTE Survey
- ▶ UTREx

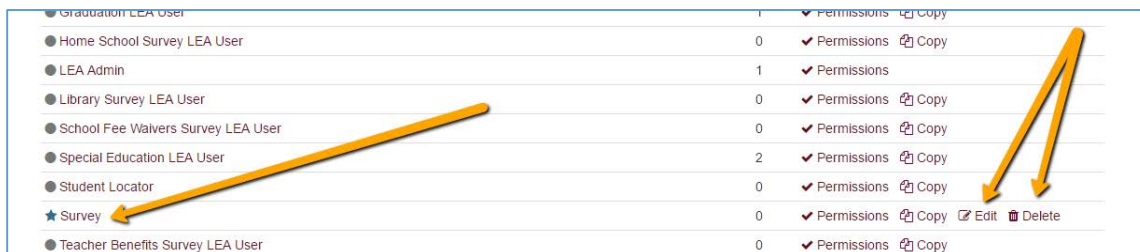
The LEA Admin can click on the “Check All” link to easily select all options for this role, or the roles can be defined according to responsibilities. This is done by selecting only the required survey titles the role is intended to complete.



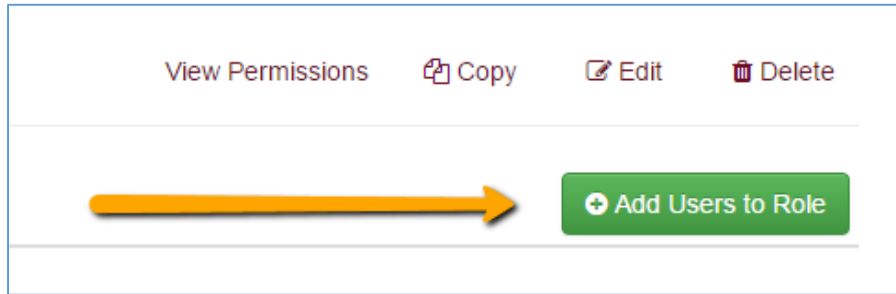
Once completed, and after the “Create” button has been selected to save the role, the newly named role will appear in the LEA list of poles/permissions. The created role will be designated with a star icon on the left side of the report.



The new role can be easily edited or deleted by using the options on the right side of the row containing the new role.



**Add User to Role** – To add a user to this role, simply click on the role’s name on the left hand side of the row. Then click on the green “Add Users to Role” button.



Type in the users name in the “Find Users...” search box and select saved when completed. The added users will now have access to “Survey Tool” in the “My Tool” menu bar the next time they log into the Data Gateway.

