

| Date                           | Task  |
|--------------------------------|---|
| <b>STAFF SURVEY</b>            |   |
| May 3, 2021                    | Superintendent's "heads up" email to all staff  |
| May 5, 2021                    | Staff Survey launch   |
| May 11, 2021                   | Reminder email to staff   |
| May 14, 2021                   | Last chance reminder to staff   |
| May 17, 2021                   | Staff Survey closes   |
| June 4, 2021                   | Results to District   |
| <b>PARENT/COMMUNITY SURVEY</b> |   |
| April 6, 2021                  | Send postcard draft to District   |
| April 14, 2021                 | Postcard to print   |
| April 27, 2021                 | Superintendent "heads up" email to all parents  |
| April 28, 2021                 | Postcards land in mailbox   |
| April 29, 2021                 | Parent survey launch via email  |
| May 5, 2021                    | Reminder email to parents   |
| May 13, 2021                   | Last chance reminder to parents   |
| May 17, 2021                   | Survey closes   |
| June 4, 2021                   | Results to District   |
| <b>STUDENT SURVEY</b>          |   |
| April 6, 2021                  | Student data load spreadsheet sent to the District  |
| April 14, 2021                 | Student data load sent to School Perceptions that INCLUDES student email addresses        |
| Week of April 19               | Determine which class assignment to include student survey in/communication with teachers |
| April 27, 2021                 | Heads up email sent to all students w/explanation video                                   |
| Week of May 3, 2021            | Survey Invitation sent to students  |
| May 10, 2021                   | Reminder email sent to non-responders   |
| May 13, 2021                   | Second Reminder emails sent non-responders<br>List of non-responders sent to district     |
| May 21, 2021                   | Survey Closes   |
| June 11, 2021                  | Reports to District   |

