

Step 1: Communicate

- Ensure that everyone from the staff to students understands why the survey is being given.
- Let everyone know the timeline for results, discussions and actions.
- Explain how the results will be used.

Step 2: Administer the survey

- Consider the best time for everyone involved to administer the survey.
- Plan out all logistics ahead of time, including how absent students will complete the survey.
- Designate a point person as a resource in the event that anyone has an issue with administering the survey.

Step 3: Discuss results with students and staff

- Make the full set of data available to everyone. Be cautious; try not to discuss all the findings at once. Allow a small team to identify a starting point for data discussion.
- Connect the initial findings with other school data.
- Do not be dismissive—or let anyone else be—of the survey results. (For example, “This is only what the students think.”)

Step 4: Seek clarity through focus groups

- Do not presume to understand the survey results without first conducting focus groups.
- Invite diverse groups of students to participate in the focus group process.
- Identify themes by analyzing both survey and focus group results.

See the guidelines on the Quaglia Student Voice Focus Groups document (for relevant grade levels) to better understand this process.

Step 5: Create action plans

- Work with students to identify and prioritize issues that matter at your school. Which issues support our mission? What actions will help us achieve our school’s goals?
- Determine effective ways to address each issue.
- Establish a timeline for implementation.

Step 6: Close the feedback loop

- Let students and staff know what was learned from the survey and focus groups, what the action plans are, and what the anticipated impact is.
- Ask students and staff for feedback on the process.
- Invite more teachers and students to become involved.

Step 7: Revise and Repeat

- Reflect and learn from any mistakes made during the process and determine productive changes for the future.
- Re-administer surveys after action plans have been implemented and change has occurred.
- Continue to incorporate surveys and focus groups as a part of your regular school practices.