

## **Administrator Instructions for Grades 7-12 Student Survey**

The survey proctor reads the following instructions: **“The purpose of this survey is to tell us your views about your teacher and your classroom. Please fill out the top of the page so we know your name and the name of your teacher.”**

After students have completed this information, say, **“Your teacher will not see your survey. Your name on your survey will be replaced by a number, so no one will know which student responded about each teacher. All your responses will be kept private and stored on a secure computer server.”**

Pause, and ask, **“Do you have any questions?”**

Answer any questions. Then, say, **“Ready, begin.”**