

Administrator Instructions for Grades K-2 Student Survey

Read the following script:

“Before we begin, I want you to write your name at the top of the page where it says, ‘Name’ (*administrator points to the ‘Name’ line at the top of page*).

“Today, we are going to think about our class and our teacher. I will read a sentence to you, and you will decide how much you agree with it.”

“On your paper, you will see three faces (*administrator points to the happy face, have students point to the happy face, confirm accuracy*): a happy face, a not-so-happy face, and a sad face.”

“If you agree with [what I say] or [the sentence], underline the happy face (*administrator points to the happy face, have students point to the happy face, confirm accuracy*). That means, ‘Yes, I agree.’”

“If you are not sure or you don’t know, underline the I’m not sure face (*administrator points to the not-so-happy face, have students point to the not-so-happy face, confirm accuracy*). That means ‘I’m not sure.’”

“If you don’t agree with [what I say] or [the sentence], underline the sad face (*administrator points to the sad face, have students point to the sad face, confirm accuracy*). That means ‘No, I don’t agree.’”

Example Practice:

“Let’s try an example together. Place your finger on the first sentence. It says, ‘**I like to watch TV.**’”

“Now, look at the faces below on your paper. If you agree that you like to watch TV, underline the happy face because it means you like to watch TV.”

“If you are unsure or don’t know, underline the don’t know face in the middle because you are not sure if you like to watch TV.”

“If you do not like to watch TV, underline the sad face because it means you don’t like to watch TV.”

Monitor Understanding:

Walk around and check that each student underlines one of the faces.

“Now turn the page that has the bicycle on the top. Everyone should have a bicycle on the top of their page.”

Go to each child and make sure everyone is on the same page.

Continue reading:

“Place your finger on the sentence. It says, ‘**I like school.**’”

“Look at the faces under the sentence, ‘I like school.’ If you agree that you like school, then underline a happy face because that means you do like school. If you don’t know if you like school or if school is just ok, underline the don’t know face because you are not sure if you like school. If you do not like school, then underline the sad face to show you do not like school.”

Monitor Understanding:

Go to each child and make sure they underline one of the faces.

Make sure all children understand what to do before you begin.

Continue reading:

“Okay, let’s begin. Turn to the page with the apple at the top.”