

As part of the new MSIP-6 school accreditation process in Missouri, schools must survey students, staff, and families over school climate. In addition, there are specific questions that must be asked of different stakeholder groups. These questions are as follow:

- Older students are asked if their voices are heard and respected
- Families are asked if their student's voice is heard and respected, and if the school shares climate data with them
- And staff is asked if student voices are heard and respected, if the school shares climate data with stakeholders, and if there is a team at the school that address school climate.

Now, many of you know that the National Center on PBIS has developed a series of climate surveys for each of these stakeholder groups. These surveys have been validated and found to be reliable. However, they do not include the questions that are required for MSIP-6.

To address this, we have put all four of the National Center on PBIS Climate Surveys into Google Forms, added the MSIP-6 questions, and created excel reporting tools that you can use to get actionable data from the surveys. The reporting tools run queries, so this probably will not work on excel for Macs. We included the elementary survey but should note that students in grades 3-5 do not meet MO DESEs definition of "older student," so this survey is the same as that found on *PBISAssessments*. We just thought you might like to have all of the surveys and survey data in one spot.

1. To access the surveys, go to the pbissmissouri.org website.
2. From the main menu, click on Tier 1 Data Tools.
3. Then click on School Climate Survey and Reporting Tools to expand the menu.
4. From here, click on MSIP-6 Compliant Valid School Climate Surveys. This will download a pdf to your hard drive.
5. Open the PDF, and click on the survey links. Each of these work basically the same way, so I'm going just going to randomly pick one to show you how to set it up.
6. The link takes you to a page that you use to make a forced copy of the survey. Make sure you are signed into your Google Drive, then click "Make Copy"
7. This will save a copy of the form into your Google Drive
8. Move the form to a place where you can find it, and that limits access to only those with a "need to know" so that you are FERPA compliant.
9. On the second question, add the names of all of the schools that you want to include for stakeholders to select. **THIS IS THE ONLY CHANGE YOU CAN MAKE TO THE SURVEY!**
 - a. Changing or removing questions will affect the validity of the survey and will *break* the reporting tools (meaning that *you* will have to find a way to make meaning of the data).
 - b. Respondents can select "I choose not to respond" to any of the demographics questions asked.
10. Click on "Responses" then "Link to Sheets" then "Create a New Spreadsheet"
11. This also must be saved in a secure location.
12. Go back to the form, and click "send", then click on the link icon.
13. You can check the box to shorten the url if you like, but this is not required.
14. Click "Copy" then share the link with instructions on completing the survey

Once the stakeholders have had a chance to take the survey, you'll want to get actionable data. Again, I believe you will need to run the reporting tool on a PC.

1. go back to our Tier 1 Data Tools page and expand the school climate menu.
2. Find the data reporting tool that corresponds with the survey and click on it
 - a. The excel files are *not* interchangeable, so make sure you get the one that corresponds to the stakeholder group surveyed.
3. The excel file will automatically download to your desktop.
4. Open the file and click on "Enable editing"
5. Click on the "Data Entry" Tab
6. Open the Google Sheet that the form dumped into.
7. Copy all of the columns that have a header. Do not copy cells from columns that do not have a header.
8. In cell A1 of the Excel Reporting Tool, paste the data. This should overwrite the headers, but as long as you did not change any of the questions on the form, they should be identical.
9. Click on Data from the Menu Ribbon, then Refresh all.
10. Watch the lower left-hand corner of the spreadsheet. When it stops running the background query, hit "refresh all" again (you may need to do this as many as three times if pages are not loading).
11. Use the tabs along the bottom to view different reports.
12. Some of the sheets include dropdown menus, and some use slicers, which look like buttons. Either way, for some of the reports, you will need to select the school and school year in order to load data onto the reports. All of the dropdowns are in cells that are highlighted yellow.
13. Also, some of the reports have a dropdown to the left of most of the graphs. In these cases, you will select a demographic subgroup for the graph.
14. Each sheet has a count of responses by demographic group. Keep in mind that if you share data for a demographic group that had 5 or fewer responses, you may be sharing personally identifiable information, and we would strongly caution against that.
15. Finally, some of the data is just a lot easier to read in a table format than in a graph. For all tables, we have color coded the cells based on average scores.
 - a. Cells with an average score of greater than or equal to 80% or an average of 3.2 or better are shaded green
 - b. Cells with an average score between 50% and 80%, or from 2.0 to 3.2 are shaded yellow
 - c. Finally, cells with an average score of less than or equal to 50% or an average of 2.0 or less are shaded red.