COVID-19 Planning Survey Reflection Tool

The COVID-19 Planning Survey provides information about how your stakeholders have experienced school closures and what their priorities and preferences are for the upcoming school year. Use this guide to reflect on your results and develop a strategy to improve your school’s instructional culture.

Step 1: Get oriented to your data

Review the survey data in more detail to determine what areas and questions to prioritize for action and engagement.

Check in on how stakeholders are doing.

Using the “Feelings and Support” tab, identify which groups may need the most support right now. In which areas? Are there any areas where basic needs should be addressed right away? What information about resources could you send out to your community?

For each of the stakeholder groups, explore their perspectives.

Review that group’s perspectives on each of the main survey topics (Basic needs, Spring Learning, Summer Learning, and Fall Planning). What perspectives matched your expectations? What surprised you?

Compare experiences and priorities.

Which groups expressed similar perspectives on the survey topics? Which groups differed in their experiences or perspectives? Why do you think this may be?

Review the “Comments” tab for each stakeholder group.

Spend several minutes scanning comments from each stakeholder group on questions of interest. How do comments illuminate trends you saw in the data?

Step 2: Identify critical actions

Create an action plan around essential needs expressed in the survey.

Identify basic needs gaps and set a plan to address them.

Before moving on to strategic planning, generate a plan and owner to follow up on basic needs gaps identified in the survey. Note whether these gaps are associated with any specific school or stakeholder group. Using the “Explore by Question” tab will be a helpful tool for this.

Set a timeline for action and to follow up.

Create specific next steps for follow up and identify a method to track improvement in those basic needs focus areas.
Step 3: Connect results to strategic decision making

Review the survey data in more detail to determine how stakeholders’ responses can drive district planning.

<table>
<thead>
<tr>
<th>Choose one or two areas to prioritize for deeper analysis and potential next steps.</th>
<th>Thinking about the big decisions you need to make as a district in the coming weeks, what are one or two survey areas where you’d like to dig deeper to better understand stakeholders’ priorities?</th>
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</thead>
<tbody>
<tr>
<td>Review the questions in your priority area(s) to help you understand stakeholders’ perceptions and priorities.</td>
<td>Dig deeper into each group’s perspectives on questions pertaining to your focus areas and decision points. Consider using the “Search responses” filter on the comments tab to gather additional feedback on these topics. Where do stakeholders’ priorities match current district plans? Where is there a mismatch?</td>
</tr>
<tr>
<td>Identify areas for additional engagement and analysis.</td>
<td>Where will decision making require additional input from stakeholders or data analysis?</td>
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Step 4: Commit to sharing your results

Create a plan for how and when you will share results with your community and commit to further engagement.

<table>
<thead>
<tr>
<th>What are the main headlines community members should know from the survey?</th>
<th>Which data points will you highlight to your community as areas for celebration and hope? Which data points do you need to share with your community as opportunities for growth?</th>
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<tr>
<td>Will you share more?</td>
<td>Decide whether the district will share survey results in full via the website or other formats. Are there any risks with doing so, and how can they be mitigated?</td>
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<tr>
<td>Continue the conversation.</td>
<td>How will you invite stakeholders to share their continued thoughts and questions regarding the survey results? What mechanisms will you put in place to capture this ongoing feedback and respond?</td>
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