

SY2023-24 Parent Survey Instructions

Exceptional Student Services Unit



Complete Online

The Parent Survey will be completed online through the ESSU Ascend Data Management System (DMS).

The survey period for the 2023-2024 School Year is September 1, 2023 – June 30, 2024

The Colorado Department of Education (CDE) and Administrative Units (AUs) conduct a survey every school year to learn how parents are involved in their child’s special education program. Parent responses will be aggregated at the state-level, then reported publicly and to the U.S. Department of Education as SPP/APR Indicator 8 – “Parent Involvement.”

Information on Parent Surveys can be found on the [Indicator 8 webpage](#).

1. [Access the ESSU DMS](#) to download your student list.

- From the AU Dashboard, select “AU Tasks” from the left-hand menu.
- From “Indicator 8 – Survey Data Collection” click “Data Entry.”
- Click the yellow button “Export Student List.”
- The file will be downloaded as an Excel file.

2. Select students from your sample.

Your sample includes twice as many student names as required. This expanded sample provides flexibility in selection for those students who have moved or are no longer receiving special education services. Select half of the students on the list who have an IEP and are still enrolled in your AU.

Sample Size	Number of Required Surveys
100 students	50
200 students	100
400 students	200

3. Locate the student-specific *URL link*.

Each student has a single access code (7-digit code of letters and numbers) which is included in their unique URL link. The URL links are in the “SurveyUrl” column in the Student List (3rd column, C).

	A	B	C	D	
1	StateId	AccessCode	SurveyUrl	Name	DisabilityT

- When followed, the link will automatically prepopulate the student's access code in the Survey Key field on the Ascend Survey System landing page: <https://ascenddms.co/public/parentsurveys/AccessCode>.
- Use the link with the access code (column C “SurveyUrl”) in your communications.

4. Distribute the online survey link to the parents.

- Methods may include email, text, a tablet after an in-person meeting, or via chat after a virtual IEP meeting.
- For mass-emailing, this short [video on how to mail merge](#) might be helpful.
- Suggested text for communications in English and Spanish can be found below.
- A [Word copy of a for a paper survey can be downloaded here](#). Scan and upload the completed survey to the DMS Documents, tag as Indicator 8 under SPP ([DMS instructions for uploading](#)).

5. Monitor your AU’s progress.

- The DMS Indicator 8 dashboard is updated as surveys come in.
- You can download your current results at any time by clicking the yellow “Export Survey Data” button from your Indicator 8 Survey Data Collection Dashboard (See the first 2 steps for #1).
- Reach out to the parents who have yet to respond.

Additional information:

[The recorded AU training and word version of the parent survey are posted on the CDE website.](#)

For questions regarding family engagement, please contact:

Beth Donahue, Family Engagement Specialist
720-926-1453 | Donahue_b@cde.state.co.us

For questions regarding sampling, administering, scoring of the surveys, please contact:

Gloria Durosco, Supervisor, Data and Monitoring Liaison
P 303.866.6885 | durosko_g@cde.state.co.us

Suggested text for communications in English and Spanish can be found on the following pages.

English version:

Student Name from Column D



Dear Parent(s) of <Student Name>

The Colorado Department of Education and your local special education administrative unit (e.g., school district, BOCES) conduct a survey every school year to learn how parents are involved in their child's special education program.

The responses you share will be used to improve the education of children with disabilities in your school district and throughout the State of Colorado. The state-wide results will be reported publicly and to the U.S. Department of Education after the completion of the school year.

Unique Survey link from Column C



Your Unique Access Link is: <https://ascenddms.co/public/parentsurveys/AccessCode>

Due: June 30, 2024

We greatly appreciate your participation!

For information and resources for families of students with disabilities in Colorado, please visit this [CDE webpage](#).

If you have questions or need assistance with this survey, please contact:

Beth Donahue, Family Engagement Specialist

720-926-1453 | Donahue_b@cde.state.co.us

Spanish version:

Student Name from Column D



Estimados padres de <Student Name>

El Departamento de Educación de Colorado y la unidad administrativa de educación especial de su localidad (es decir, el distrito escolar, BOCES) realizan una encuesta cada año escolar para conocer la participación de los padres en el programa de educación especial de sus hijos.

Las respuestas que comparta se utilizarán para mejorar la educación de los niños con discapacidad en su distrito escolar y en todo el Estado de Colorado. Los resultados de todo el estado se harán públicos y se informarán al Departamento de Educación de EE. UU.

Unique Survey link from Column C



Su enlace de acceso único es: <https://ascenddms.co/public/parentsurvey/AccessCode>

Fecha de vencimiento: 30 de junio de 2024

¡Agradecemos mucho su participación!

Para obtener información y recursos para las familias de estudiantes con discapacidad de Colorado, visite esta [página web del Departamento de Educación de Colorado](#) (Colorado Department of Education, CDE).

Si tiene preguntas o requiere asistencia con la encuesta, comuníquese con:

Beth Donahue, Especialista en Participación Familiar

720-926-1453 | Donahue_b@cde.state.co.us