

## Fall Staff Survey

(To Be Administered Over Internet)

**Purpose.** The Regional Educational Laboratory (REL) Midwest at American Institutes for Research is conducting this survey as part of its evaluation of Ramp-Up to Readiness (“Ramp-Up”). We want to learn about your experiences with Ramp-Up overall and also how those experiences relate to the program’s curriculum, tools, and professional development. The information you provide will be used to improve Ramp-Up and other college-readiness programs.

**Confidentiality.** REL Midwest will keep all collected data confidential. Per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183, responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific district or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law. Any willful disclosure of such information for nonstatistical purposes, without the informed consent of the respondent, is a class E felony.

**Risks.** There are no known risks related to participating in this survey.

**Voluntary Participation.** You have the right to discontinue your participation in this survey at any time without consequences. We hope you will answer all the questions, but if there is a question you do not wish to answer, simply skip it.

**Procedure.** This survey will take about 20 to 30 minutes, and you will receive a \$25 gift card for your participation.

**Contact Information.** If you have questions or concerns about this study, please contact Jim Lindsay at [jlindsay@air.org](mailto:jlindsay@air.org) or 630-649-6591. If you have concerns or questions about your rights as a participant, contact the chair of AIR’s Institutional Review Board (which is responsible for the protection of study participants) using the following contact information:

E-Mail: [IRBChair@air.org](mailto:IRBChair@air.org)  
Phone: 1-800-634-0797 (toll free)  
Mail: IRB Chair  
c/o AIR  
1000 Thomas Jefferson Street NW  
Washington, DC 20007

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-XXXX. OMB expiration date is XXXX, XX, 2017. The time required to complete this information collection is estimated to average 30 minutes per respondent, including the time to review instructions, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Institute of Education Sciences, 555 New Jersey Avenue, NW, Washington, DC 20208.

## Background Information

1. What is the name of your school? [text box]
2. What is your current position at this school? (Check all that apply.)
  - Teacher
  - Counselor
  - Dean
  - Principal
  - Assistant principal
  - Other school staff
3. What grade-level are the majority of students you work with? (Check all that apply.)
  - Grade 8 or lower
  - Grade 9
  - Grade 10
  - Grade 11
  - Grade 12
  - I teach students in multiple grades.

## Expectations and Beliefs

The following set of questions asks about your expectations and beliefs related to college preparation. In this survey, “college” refers to all postsecondary educational opportunities, including two-year colleges, four-year colleges or universities, community colleges, and career or technical colleges. Please indicate to what extent you disagree or agree with the following statements:

4. I believe that our school should prepare all students to go on to college.\*
  - Strongly disagree
  - Disagree
  - Agree
  - Strongly agree
5. School personnel share a common goal to prepare all students for college.\*
  - Strongly disagree
  - Disagree
  - Agree
  - Strongly agree

6. All teachers should be able to advise students on college options.\*

- Strongly disagree
- Disagree
- Agree
- Strongly agree

7. College counseling is the job of school counselors, not teachers.\*

- Strongly disagree
- Disagree
- Agree
- Strongly agree

### **College Knowledge**

The following questions ask about your knowledge of college and career readiness. Please rate your own level of knowledge in the following areas:

8. The range of postsecondary options available to students\*

- None
- Limited
- Basic
- Moderate
- Proficient
- Advanced

9. The level of academic skill (for example, reading, writing, mathematics) necessary for college work\*

- None
- Limited
- Basic
- Moderate
- Proficient
- Advanced

**10. Tests that students need for admission to college\***

- None
- Limited
- Basic
- Moderate
- Proficient
- Advanced

**11. The college application process\***

- None
- Limited
- Basic
- Moderate
- Proficient
- Advanced

**12. Financing a college education\***

- None
- Limited
- Basic
- Moderate
- Proficient
- Advanced

**13. The types of personal and social skills that students need to succeed in college**

- None
- Limited
- Basic
- Moderate
- Proficient
- Advanced

**14. So far this school year, have you received any professional development related to preparing students for college?**

- Yes
- No

## College-Readiness Supports

The following questions ask about any services, activities, and resources that your school offers to help students prepare to succeed in college.

15. What percentage of students who graduate from your high school are prepared academically to succeed in nonremedial college classes?
  - Less than 25 percent
  - 25–50 percent
  - 51–75 percent
  - More than 75 percent
  - I do not know.
16. Do all students at your school develop a written plan for achieving their educational or career goals after high school?
  - Yes
  - No
  - Unsure
17. What percentage of students at your high school use a technology platform (e.g., Naviance, Minnesota Career Information System [MCIS], Wisconsin Career Information System [WCIS]) to support the development of their postsecondary plans?
  - Less than 25 percent
  - 25–50 percent
  - 51–75 percent
  - More than 75 percent
  - I do not know.
18. Do staff members at your school provide feedback to students about whether they are on track academically for college?
  - Yes [continue to Q18]
  - No [skip to Q20]
  - Unsure [skip to Q20]
19. How often do all students in Grades 10 through 12 receive feedback?
  - All students in Grades 10 through 12 receive feedback at least once per school year.
  - All students in Grades 10 through 12 receive feedback more than once per school year.
  - Not all students receive feedback every year.

- 20.** How do students receive feedback? (Check all that apply.)
- In mandatory discussions with a counselor or teacher (for example during course scheduling)
  - In informal discussions with a counselor
  - In informal discussions with a teacher or other school staff member
  - In writing without discussion with a school staff member
  - Other
- 21.** What practices does your school offer to assist students with the transition to college? (Check all that apply.)\*\*\*
- Holding or participating in college fairs
  - Consulting with college representatives about requirements
  - Encouraging students to visit colleges
  - Offering college visits organized by your school
  - Offering programs that help students plan or prepare for college (such as Upward Bound, AVID, College Possible, etc.)
  - Large assemblies or information sessions where students receive information about searching for, and applying to, college
  - Large assemblies or information sessions where students receive information about paying for college
- 22.** What percentage of seniors who plan to attend college take the necessary steps to enroll in college?
- Less than 25 percent
  - 25–50 percent
  - 51–75 percent
  - More than 75 percent
  - I do not know.
- 23.** What kinds of assistance does your school offer to help students complete college enrollment actions? (Check all that apply.)
- Assistance identifying colleges that match a student’s interests, goals, and level of preparation
  - Assistance with college applications, individually or in small groups
  - Assistance with completing the Free Application for Federal Student Aid (FAFSA), individually or in small groups
  - Assistance with identifying scholarship opportunities, individually or in small groups

- Assistance with completing scholarship applications, individually or in small groups
- Classes or workshops to prepare students to take college admissions exams

**24.** Does your school collect timely information about which students complete the following college enrollment actions?

	Yes	No
College applications		
FAFSA application		
Scholarship applications		
Completion of a college admissions exam		

**25.** What portion of your seniors receive school help with the following?\*\*\*

	Less than 25 percent	25–50 percent	51–75 percent	More than 75 percent	I don't know
Completing college applications					
Planning how to pay for college					
Filling out financial aid forms					
Identifying scholarship opportunities					
Completing scholarship applications					

**26.** What percentage of your students understand the requirements of different careers?

- Less than 25 percent
- 25–50 percent
- 51–75 percent
- More than 75 percent
- I do not know.

**27.** What percentage of your students understand which careers will match their personal goals and abilities?

- Less than 25 percent
- 25–50 percent
- 51–75 percent
- More than 75 percent
- I do not know.

**28.** What kinds of career exploration activities, if any, does your school offer to students?  
(Check all that apply.)

- Assistance writing a resume
- Speakers who discuss careers
- A career interest inventory
- Job shadowing
- Assistance in finding internships
- Information about educational and skill requirements of different careers
- Information about the earnings payoffs of different careers

**29.** Who at your school is responsible for delivering college-related programs, services, activities, and resources to students? (Check all that apply.)

- Counselors
- Teachers
- Administrators

**30.** For which of your students do you communicate with parents or guardians about their child's readiness for college?

- None
- A few students
- Most students
- All students

**31.** How often do you communicate with parents or guardians about a child's readiness for college?

- More than once per school year for all students
- At least once per school year for all students
- At least once per school year for some students
- Other

**Thank you for participating in this survey!**