

## ExCEL Survey Fielding Basics

The ExCEL youth and family survey links have arrived! Below you will find information on fielding these surveys.

**IMPORTANT NOTE:** the youth and family survey links are **UNIQUE** to your program – you must use the links in the email from Public Profit to distribute to your students and families. If you cannot locate this email please contact your program manager or Alice Tam at [tama@sfusd.edu](mailto:tama@sfusd.edu).

### **YOUTH SURVEY:**

- All youth in **grades 3--12** who attend your program regularly should take a survey. Students who no longer attend or who only attended once or twice do not need to complete a survey.
- Here is what youth can expect:
  - The survey takes about 10--20 minutes.
  - It can be done on a computer, mobile phone, or a tablet.
  - When students click on the link they will first select their choice of language: English, Spanish, Chinese, Tagalog, Vietnamese or Arabic.
  - Next they will be asked to enter their SFUSD student ID (**Student ID#s are 7 to 9 digits with NO lead zero or "HO".**).
    - This is simply so we can track who has taken the survey. Their responses are confidential and will not be shared except as overall data without identifying information.
    - If a student does not know their SFUSD student ID, you can look it up for them in EMS:
      - Log on to your program at: <https://www.youthservices.net/sfusd/>
      - Click on the Reports tab
      - Click on the "Custom Report Builder"
      - Select "Youth Participants"
      - Use the Query Tool to select a specific group of participants (optional).
      - Check the boxes for "First Name," "Last Name," and "SFUSD Student ID"
      - Select your preferred output type (Web Format or Excel Format)
- If any of your families have completed forms to opt their child out of data collection activities, please ensure these youth do not take the survey.

### **FAMILY SURVEY:**

- A parent/caregiver from each family (**all grade levels**) should complete a survey. For those families with more than 1 child in the program, they should complete the survey thinking of their oldest child in the program.
- Here is what families can expect:
  - The survey takes about 10--20 minutes.
  - It can be done on a computer, mobile phone, or a tablet.
  - When families click on the link they will first select their choice of language: English, Spanish, Chinese, Tagalog, Vietnamese or Arabic.
  - This survey will be anonymous. We will not ask families to identify themselves.

*Turn over for email talking points you can send to families*

**YOUTHLINKS CLOSE ON 4/13/18 FAMILY SURVEY LINKS CLOSE ON 4/30/18**

**SUGGESTED EMAIL TALKING POINTS TO FAMILIES (Feel free to revise based on your program):**

Dear Families,

We want to hear from you! Please take this short survey about this afterschool program. This survey is very important to helping us understand how we can improve the program. There are no right or wrong answers to any of the questions. We just want to know everyone's honest opinion. This survey will be anonymous. We will not know what any individual says on any question.

The survey is available online and is translated into Spanish, Chinese, Vietnamese, Tagalog, and Arabic. You can take it on a computer, phone, or tablet.

Here is the link for our school--specific survey: **<COPY YOUR FAMILY SURVEY LINK HERE!>**

It is very important that we get as many of our families to respond as possible so that we have data that truly represents all of the families and not just a few people. We want to hear every family's voice! Please be sure you complete one before April 30th!

Thanks,