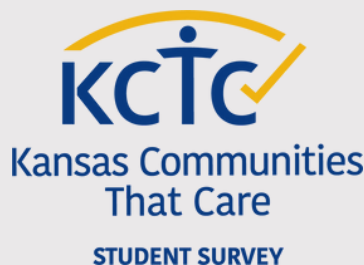# KCTC Guidance
Guardian Consent Requirements

LEGISLATION WAS PASSED DURING THE 2022 SESSION THAT IMPACTS SURVEY ADMINISTRATION

2023-2024

Active consent from guardians is required for students to participate in the KCTC Student Survey. The number one way to increase participation is to include the guardian consent letters in your school enrollment packets for incoming 6th, 8th, 10th & 12th-grade students. If your school enrollment falls outside the four-month window before your district's selected survey administration date, you will need to collect consent again within four months of survey administration.

The survey administration window is open from <u>October 2 through January 31.</u> Use the KCTC Guardian Consent Letter available for download at kctcdata.org.

- <u>PROVIDE A COPY OF THE SURVEY:</u> Post this weblink to your school website for guardians to view the KCTC Student Survey questions and state which optional modules your district will elect to participate in: https://kctcdata.org/families/view-the-survey/

- <u>FOUR MONTH CONSENT WINDOW</u>: Collect guardian consent within four months of administering the KCTC Student Survey.

- <u>SEPARATE CONSENT:</u> Collect consent separately from other surveys, using the <u>Guardian Consent Letter provided by KCTC</u> available for download at kctcdata.org in <u>English</u> and <u>Spanish</u>.

KCTC
Kansas Communities
That Care

STUDENT SURVEY

For additional information, please refer to your local Student Privacy Policy, Kansas Association of School Boards (KASB) resources for IDAE-3, and the Kansas State Department of Education (KSDE).
June 2022

KCTC
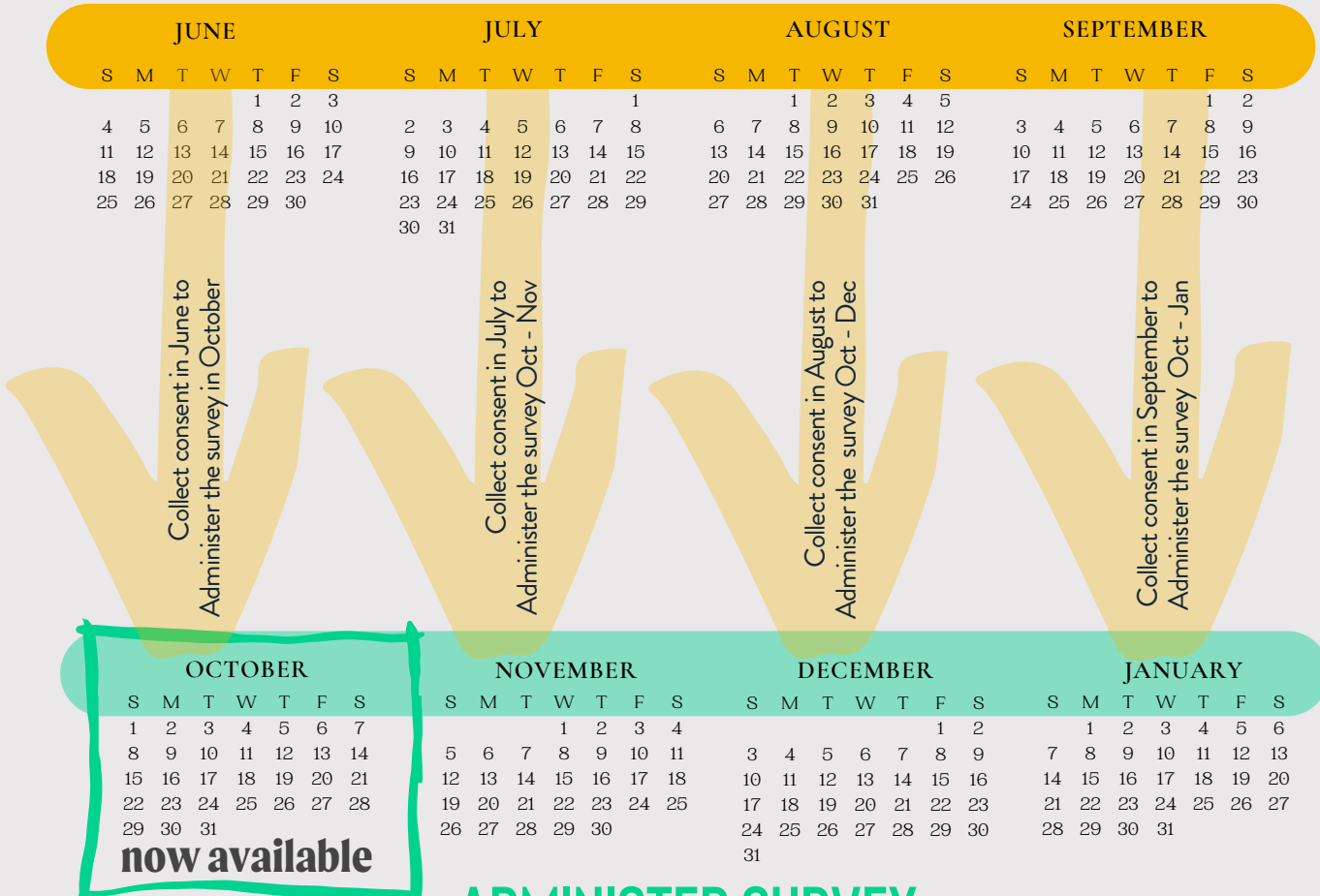**Kansas Communities That Care**
STUDENT SURVEY

FOUR-MONTH TIMETABLE FOR ACTIVE CONSENT COLLECTION AND SURVEY ADMINISTRATION

NEW!

SURVEY WINDOW EXPANDED TO
OCTOBER 2023
The survey is available to administer online October 2023 through January 2024.

COLLECT CONSENT

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Collect consent in June to Administer the survey in October

Collect consent in July to Administer the survey Oct – Nov

Collect consent in August to Administer the survey Oct – Dec

Collect consent in September to Administer the survey Oct – Jan

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

now available

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ADMINISTER SURVEY

<u>EXAMPLES</u>: A district collecting guardian consent during school enrollment June 26-29 could administer the survey October 2-26. A district collecting consent August 7-11 could administer the survey October 2-December 7.

Revised date: April 2023

GREENBUSH THE EDUCATION SERVICE CENTER

Kansas Department for Aging and Disability Services

KCTC

Kansas Communities
That Care

STUDENT SURVEY

FOUR-MONTH TIMETABLE FOR ACTIVE CONSENT COLLECTION AND SURVEY ADMINISTRATION EXAMPLE

EXAMPLE:

A school district collects guardian consent during school enrollment August 7-11.
The school may administer the survey October 2-December 7.

COLLECT CONSENT

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

ADMINISTER SURVEY

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Exceeds 4-month consent window.

The survey is available to administer online October 2023 through January 2024. To learn more visit kctcdata.org.

Revised date: April 2023

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