

Gallup Student Poll Administration Guide

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Gallup Student Poll Administration Guide

Dear Leader,

Thank you for participating in the Gallup Student Poll. This Guide provides important information for administering the Gallup Student Poll in your school/district. Please read it carefully and share with partners who are facilitating the survey.

Since its launch in 2009, the Gallup Student Poll has helped schools serve students better by providing measures of future success beyond test scores. There have been over 5 million completes of the Gallup Student Poll to date!

The web-based survey has 24 core items that measure four elements, including engagement with school, hope for the future, entrepreneurial aspiration and career/financial literacy. The survey also includes a set of demographic items. The survey will take an average of 10 to 15 minutes to complete and is available for 5th through 12th graders. The survey is live during school hours in the fall as part of a designated field period.

- **Engagement:** The involvement in and enthusiasm for school. Engaged students are excited about what's happening at their school and what they're learning. Engaged students contribute to the learning environment, and they are psychologically committed to their school.
- **Hope:** The ideas and energy students have for the future. Hope has been linked to student success in school. Hopeful students are positive about the future, goal-oriented and can overcome obstacles in the learning process, enabling them to navigate a pathway to achieve their goals.
- **Entrepreneurial Aspiration:** The talent and energy for building businesses that survive, thrive and employ others. By identifying and nurturing students' innate entrepreneurial talent, educators can empower the next generation of builders to spur and sustain long-term economic energy.
- **Career/Financial Literacy:** The information, attitudes and behaviors that students need to practice for healthy participation in the economy. Wise economic choices can contribute to a thriving life.

Again, thank you for partnering with us to help students be engaged today and ready for tomorrow!

Sincerely,

Gallup, Inc.

Administering the Survey

The Gallup Student Poll is available for U.S. schools during the designated field period in the fall. The survey field period cannot be extended. The Gallup Student Poll is designed to be a census-style survey of your students in grades 5 through 12. Please communicate with each school in your district about the survey and the administration process well in advance of the field period so school leaders may begin scheduling computer lab time and assigning administrative responsibilities to appropriate staff. High response rates will lead to survey results that are generalizable and actionable for your school or district.

To administer the survey, share your school's unique survey URL with those administering the survey on internet-accessible computers. Take care to protect your school's URL so that no spurious data are entered for your school.

Students may self-select either English or Spanish. The survey will return to the choose language screen once a student has completed it, so you do not need to access the survey for every participating student. Be sure to close the survey window and erase the URL from the computer browser history once students have completed polling.

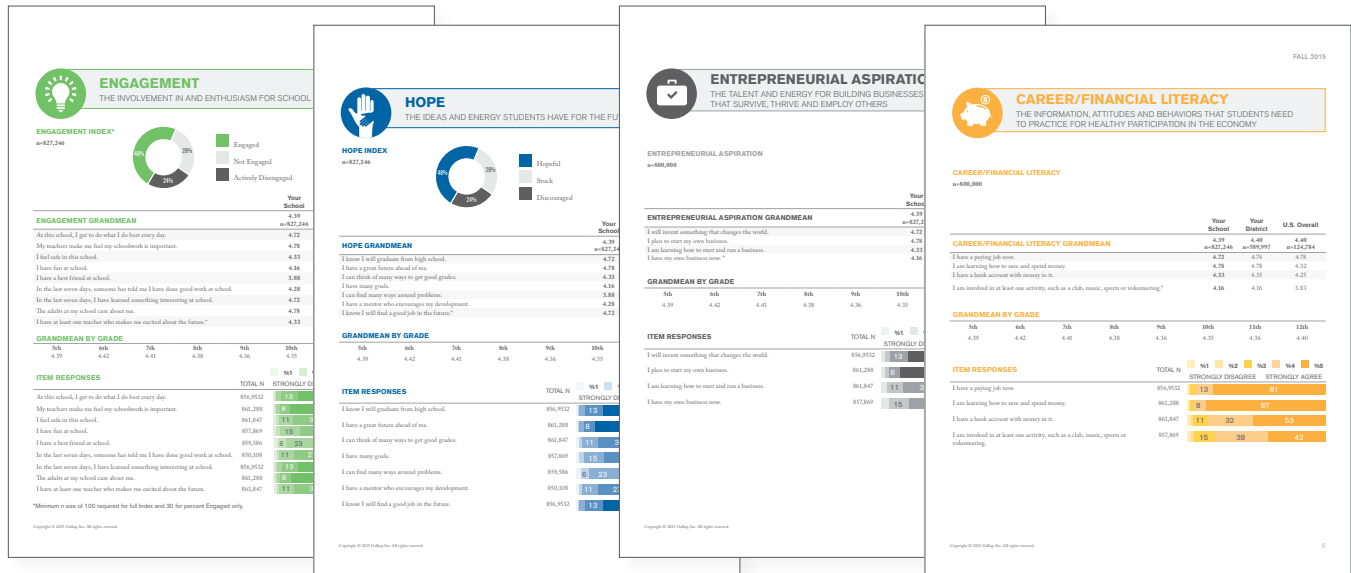
Communication Plan

Gallup recommends the following communication approach throughout the Gallup Student Poll survey process.

- Parents/guardians should be notified of your school's participation in the Gallup Student poll and give consent for their child. A parent notification and consent form is included in the Appendix. You may copy and send it home with students or use your own consent forms.
- Share the Gallup Student Poll Administrator's Script (included in this Guide) with those who will administer the survey to students. Ensure that a computer lab or internet-accessible devices are reserved and available for polling.
- Carefully consider the constituents in your school, district and community who need to hear about your district's participation in the Gallup Student Poll. Use existing communications methods to share the following: survey dates, eligible students, the survey methodology (web), the core survey items and the expected actions and outcomes following the survey. Remind partners that the survey is anonymous, no individual responses are reported and only group-level data are shared with schools.
- Gallup will send an invitation and two reminder emails to school users during the survey to inform them when the survey is available and remind them of the field period. A final email will be sent to participating schools to inform them when the scorecards are available.
- Following the close of the survey, be sure to thank school leaders for their assistance with the administration.
- Thank students for sharing their opinions and include them in follow-up conversations about the results and plans to respond to the data.

Reports

Scorecards will be available within a few weeks of the poll's closing. They are accessed by account users for the school and district. Results are only available online. Gallup will email account users when reports are ready. The report will include results for each of the 24 core items on the survey. Reports include grade-level, school and district data.



After the Survey

Once you have received your district/school scorecard, consider the people you wish to share the data with immediately. Refer to the scorecard for tips on sharing results.

Consider hosting a town hall meeting to share the data and the results with teachers, parents and community leaders to facilitate conversations about how to use the data and help kids be engaged with school and ready for tomorrow.

Contact Gallup at educationhelp@gallup.com to invite a Gallup consultant to conduct a professional development session or review other resources to help your school build engagement, create hope and foster talent in students.

Appendices

Example Parent Notification and Consent Form (English)

GALLUP® Student Poll

Parent/Guardian Notification of the Gallup Student Poll

Between [DATES] our school will participate in the Gallup Student Poll.

Gallup launched the Gallup Student Poll in 2009. Gallup provides analytics and advice to organizations around the world. The Gallup Student Poll is a brief, 24-item survey available on the web for students in grades 5 through 12. The Gallup Student Poll includes the following themes:

- **Engagement** is the student's involvement in and enthusiasm for school.
- **Hope** is the ideas and energy students have for the future.
- **Entrepreneurial Aspiration** is the talent and energy for building businesses that survive, thrive and employ others.
- **Career/Financial Literacy** is the information, attitudes and behaviors that students need to practice for healthy participation in the economy.

The Gallup Student Poll gives students a voice in building great schools, and results provide schools with important, actionable information beyond standard measures, such as grades and test scores, to help schools make kids ready for the future. Please visit the Gallup Student Poll homepage on the web at <http://www.gallupstudentpoll.com> to view the survey items and learn more. To date, there have been over **5 million** completes of the Gallup Student Poll.

This survey is anonymous and voluntary. That means Gallup cannot identify your student, and your student's individual responses will not be shared with anyone. Only grade-level and school-level information will be shared with our school. Your student does not have to participate in this survey. There are no consequences or penalties if your student does not participate. Email Gallup Education at educationhelp@gallup.com if you have questions about this survey, or contact your school principal.

Please sign and return this form if you do NOT agree to have your student participate in the Gallup Student Poll. You only need to return this form to school if you do NOT give permission for your student to participate.

STUDENT NAME: _____ ("Student")

I _____ am the parent/guardian of Student and I **do NOT give permission** for Student to participate in the Gallup Student Poll at _____ School.

Signature of Parent/Guardian of minor

Date

Example Parent Notification and Consent Form (Spanish)

GALLUP® Student Poll

Notificación para Los Padres y Tutores Sobre La Encuesta de Gallup para Los Estudiantes

Entre [DATES], nuestra escuela participará en la Encuesta de Gallup para los estudiantes.

Gallup lanzó la encuesta el año 2009. Gallup brinda análisis y asesoramiento a organizaciones de todo el mundo. La Encuesta de Gallup para los estudiantes es un breve cuestionario de 24 preguntas disponible en la web para los estudiantes desde 5.º grado de primaria hasta el último grado de secundaria. La Encuesta de Gallup para los estudiantes incluye los siguientes temas:

- **Compromiso:** Es la participación del estudiante y su entusiasmo por la escuela.
- **Esperanza:** Las ideas y energía que los estudiantes tienen para el futuro.
- **Aspiración empresarial:** Corresponde al talento y la energía para crear negocios que sobrevivan, prosperen y brinden empleo a otras personas.
- **Conocimientos profesionales o financieros:** Es la información, las actitudes y los comportamientos que los estudiantes deben practicar para tener una participación próspera en la economía.

La Encuesta de Gallup para los estudiantes les brinda la oportunidad de opinar para la creación de escuelas grandiosas, y sus resultados les proporcionan información importante y factible más allá de mediciones estándar (como las calificaciones y los resultados de las evaluaciones), a fin de que preparen a los niños para el futuro. Visite el sitio web de la Encuesta de Gallup para los estudiantes en <http://www.gallupstudentpoll.com/> para conocer las preguntas de la encuesta y obtener más información. Hasta la fecha, la Encuesta de Gallup para los estudiantes ha recibido más de **cinco millones** de respuestas.

Esta encuesta es anónima y voluntaria. Es decir, Gallup no puede identificar a su pupilo y las respuestas individuales de su pupilo no serán compartidas con nadie. Nuestra escuela solo recibirá la información del grado del estudiante y de la escuela. No es obligatorio que su pupilo participe en la encuesta. Si tiene alguna pregunta sobre esta encuesta, envíe un correo electrónico a Gallup Education a educationhelp@gallup.com o póngase en contacto con el director de la escuela.

Firme y devuelva este formulario si NO da su consentimiento para que su pupilo participe en la Encuesta de Gallup para los estudiantes. Solo debe devolver este formulario a la escuela si NO desea autorizar la participación de su pupilo.

NOMBRE DEL ESTUDIANTE: _____ ("Estudiante")

Yo _____, soy el padre/tutor del estudiante y **NO autorizo** que participe en la Encuesta de Gallup para los estudiantes en la escuela _____.

Firma del padre/tutor del menor

Fecha

Gallup Student Poll Administrator's Script

GALLUP® Student Poll

Gallup Student Poll Administrator's Script

Please read the following instructions for students prior to administering the Gallup Student Poll. You may amend these instructions if needed.

Welcome to the Gallup Student Poll! Did you know that thousands of schools and hundreds of thousands of students participate in this survey across the country? We are interested in learning about how you feel about your life at school and in your community. This survey is for students in 5th through 12th grade. The survey is available online, and each of you will take the survey on a [computer/personal device/other?].

Your individual responses to the survey are completely confidential. This means that your individual answers will not be shared with anyone. This survey will only take about 10 to 15 minutes to complete.

Here are some important instructions:

- Please do not talk to anyone during the survey.
- If you have a question, or if you cannot read or understand a word, please raise your hand, and I or a teacher can read or define the word for you, but I cannot help you answer the question.
- If you would like to discuss this survey or how you feel about some of the items in the survey, please talk to me, your parent, a teacher or school guidance counselor after you complete the survey.
- You are not required to participate in this survey, and there are no consequences or penalties if you choose not to answer any of the items on this survey.
- If you choose not to take the survey, please wait quietly in your seat while others complete the survey.
- Once you have completed the survey, please leave the survey window open for the next student to participate.

Thank you for participating. Your opinion counts!

You may begin.

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Sample School/District Notification Letter

Dear [Principals, Teachers, Others],

Our district has elected to participate in the Gallup Student Poll. By taking this important step, we are joining thousands of other schools in helping kids be engaged with school today and ready for tomorrow.

Since its launch in 2009, the Gallup Student Poll has helped schools serve students better by providing measures of future success beyond test scores. There have been over 5 million completes of the Gallup Student Poll to date!

The web-based survey has 24 items that measure four elements, including engagement with school, hope for the future, entrepreneurship and career/financial literacy. The survey will take an average of 10 to 15 minutes to complete and is for **5th through 12th graders only**. The survey will be available **Monday through Friday** during school hours only.

- **Engagement:** The involvement in and enthusiasm for school. Engaged students are excited about what's happening at their school and what they're learning. Engaged students contribute to the learning environment, and they are psychologically committed to their school.
- **Hope:** The ideas and energy students have for the future. Hope has been linked to student success in school. Hopeful students are positive about the future, goal-oriented and can overcome obstacles in the learning process, enabling them to navigate a pathway to achieve their goals.
- **Entrepreneurial Aspiration:** The talent and energy for building businesses that survive, thrive and employ others. By identifying and nurturing students' innate entrepreneurial talent, educators can empower the next generation of innovators to spur and sustain long-term economic energy.
- **Career/Financial Literacy:** The information, attitudes and behaviors that students need to practice for healthy participation in the economy. Wise economic choices can contribute to a thriving life.

The survey is anonymous. Only group data are reported. All data are collected, stored, aggregated and analyzed by Gallup. At the close of the field period, an electronic scorecard with your school's results will be generated. The district will also receive an overall scorecard.

Our school/district will administer the survey from **<DATE>** to **<DATE>**. Our district's Gallup Student Poll project leader is **<NAME>**. Principals will register an account on the Gallup Student Poll website. You can log in during the live field period to access your school's unique URL. The school-specific URL can be shared with survey administrators in your school. To protect our school's data, please DO NOT share the URL with anyone other than survey administrators.

A few weeks following the close of the survey, Gallup will email users to inform them that the survey results are ready.

Please visit the Gallup Student Poll website at www.gallupstudentpoll.com for more information.

Sincerely,

Gallup Student Poll Items

	Text*	Theme
1	At this school, I get to do what I do best every day.	Engagement
2	My teachers make me feel my schoolwork is important.	Engagement
3	I feel safe in this school.	Engagement
4	I have fun at school.	Engagement
5	I have a best friend at school.	Engagement
6	In the last seven days, someone has told me I have done good work at school.	Engagement
7	In the last seven days, I have learned something interesting at school.	Engagement
8	The adults at my school care about me.	Engagement
9	I have at least one teacher who makes me excited about the future.	Engagement
10	I know I will graduate from high school.	Hope
11	I have a great future ahead of me.	Hope
12	I can think of many ways to get good grades.	Hope
13	I have many goals.	Hope
14	I can find many ways around problems.	Hope
15	I have a mentor who encourages my development.	Hope
16	I know I will find a good job in the future.	Hope
17	I will invent something that changes the world.	Entrepreneurial Aspiration
18	I plan to start my own business.	Entrepreneurial Aspiration
19	I am learning how to start and run a business.	Entrepreneurial Aspiration
20	I have my own business now.	Entrepreneurial Aspiration
21	I have a paying job now.	Career/Financial Literacy
22	I am learning how to save and spend money.	Career/Financial Literacy
23	I have a bank account with money in it.	Career/Financial Literacy
24	I am involved in at least one activity, such as a club, music, sports or volunteering.	Career/Financial Literacy
	DEMOGRAPHIC ITEMS: Grade level, age, academic self-efficacy (2), plans after high school, race/ethnicity, gender, attendance.	

*Items are on a 5-point scale where 5 means strongly agree, and 1 means strongly disagree.

GALLUP®

World Headquarters

The Gallup Building
901 F Street, NW
Washington, D.C. 20004

t +1.877.242.5587

f +1.202.715.3045

www.gallup.com