

Thank you for helping with the first ever *Every Student Matters Census*. This *Census* will help KPRDSB to better understand the needs of our students and school communities. We would like to encourage wide participation among our students and parents while respecting the voluntary and confidential nature of the *Census*.

Census Package Contents

Each *Census* package for homeroom teachers contains:

1. **Postcards** – to be used on *Census* administration day (packaged by homeroom)
 - a. Green postcards for individual students in 7-12 (with student names and access codes)
2. **Classroom Tracking Sheet** – will need to be returned to KPRDSB upon *Census* completion
3. **Teacher instructions for 7-12 Teachers**
4. **Return envelope** – one per homeroom to return class tracking sheets to the school office once *Census* has been administered to students

Administration Instructions: 7-12

1. When you receive your *Every Student Matters Census* package, please check the contents of the *Census* package. Refer to the class tracking sheet to ensure it is the package intended for your homeroom. Each student has been assigned an access code. Please make sure that there is a postcard for each of your students.
2. If there are students in your class who do not have a pre-coded postcard, please email your school name, the student's name(s), and grade(s) to census@kprdsb.ca. The KPR Census Research Team will assign access codes to these students and return them to you via email as soon as possible.
3. For any students for whom you had to request an access code, please write their names and assigned access codes on the blank postcards that will be available in your school office if needed.
4. During preparation for administering the *Census*, please consider any students in your class that may require additional support or who may not have the capacity to complete the *Census*. If such a need arises, contact your school principal in advance to make the necessary arrangements to support those students.

Note: A translated version of the Student Census will be available in Arabic for students that require it.

5. *Census* administration runs from **February 25th to March 7th** of 2019. Please plan to administer the *Census* on a day when you expect class attendance to be high. Make arrangements ahead of time to book computers for your class or to move your students into a computer lab, as needed.
6. If your class is completing the *Census* in a computer lab, please arrange seating to protect privacy as much as is possible.

7. Once all students have computer access, please distribute the individualized *Census* postcards to each student. After all postcards are distributed to your students, please take a moment to introduce the *Census* to your students and have your students read the student instructions before starting it.
 - a. Teachers are encouraged to help students participate in the *Census* if necessary, however, confidentiality must be respected; that means **teachers cannot know what students are answering**. Please refer to the *Teacher's Guide* (*follow the Census link from the KPR on the Web homepage*) for more specific information on how to help students answer questions.
8. Please give students enough time needed to complete the *Census*. On average, it should take a student about **15** minutes to complete. Please supervise to ensure students work individually and participate respectfully in order to maintain privacy and confidentiality.
9. When students have indicated that they are done, collect all *Census* materials that you handed out. On the class tracking sheet, check off each student that participated and make a note of students that were absent.
10. Once you have administered the *Census*, please return your tracking sheet to your school office, shred student postcards, and recycle all other *Census* materials that you received.

TROUBLE SHOOTING (if applicable)

1. Absences
 - a. If students are absent, please give them the postcard containing their access code as soon as possible. Please advise those students to complete the *Census* as soon as they are able to. Since the *Census* is online, students have the option to complete it outside of class and on a mobile device.
2. Technical concerns
 - a. If a student is “locked out” of the *Census* on the administration day, please email census@kprdsb.ca to have the *Census* re-opened. Please advise these students to complete the *Census* as soon as they are able to. Since the *Census* is online, students have the option to complete it outside of class and on a mobile device.
 - b. In the event of a widespread computer or network issue, please collect all postcards from students and communicate to students that another day will be organized to complete the *Census*. In this case, please email census@kprdsb.ca for further support.

If you have any questions regarding the information and instructions above please email census@kprdsb.ca.

Thank you very much for all your help!