Rhode Island Student Survey (RISS) 2018 Administration

**Regional Coordinator Tasks and Timeline**

**March 2, 2017**

* Regional Coordinators will receive guidance, timeline, and next steps at coordinators meeting

**March 23, 2017**

* Provide BHDDH with a tentative list of the schools you hope to implement the RISS in (80% of the Communities within the Region)

**April 3, 2017 (tentative)**

* Gain official approval for survey from RIDE
* BHDDH will send coordinators superintendent and school committee approval forms

**April 10, 2017**

* Email superintendent the approval form to the Superintendent within each school that you hope to administer the RISS in (Pre-fill the form provided by BHDDH)

**April 28, 2017**

* Receive responses from all superintendents as well as notification of the RISS being added to the agenda of the next school committee meeting (Send completed forms to BHDDH staff TBD)
* RISS should be added to school committee meetings within the month of May or June

**May – June 2017**

* Elizabeth will provide Superintendent and School Committee Approval forms to RIDE for final approval
* After approval in granted – BHDDH will send coordinators Principal Approval and Scheduling forms

**July 5, 2017**

* Send filled out principal scheduling form. Principals need to sign off stating they understand that their Superintendent and School Committee approved the survey, they will designate a person to be in charge of scheduling the survey as well as the contact of their technology department.

**August 1, 2017**

* Provide schools with Passive Consent Form and ensure it is sent out with the beginning of the school year materials to parents.

**Fall of 2017**

* Communication to each school to begin the planning of administration dates (Role: TBD)
* CPRC will make contact with each IT department who will be implementing an online survey

**Winter of 2018 (January thru March)**

* Implementation of the Rhode Island Student Survey