

# 5ESSENTIALS SURVEY MANUAL

Chicago Public Schools  
February 10 — March 13, 2026



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# Introduction

This administration guide provides information and instructions on how to administer the 5Essentials Survey. Use this manual to help ensure a smooth administration and increase participation from students, and teachers. A school must achieve a 50 percent response rate from students and teachers in order to qualify for a 5Essentials Report. Additionally, each school must have a minimum of eight teacher survey respondents and 10 student respondents.

In spring 2026, school and district leadership will be emailed invitations to view results on the 5Essentials Survey. The reports will be released to the public on June 30.

# What is the 5Essentials?

The 5Essentials is a research-based school improvement system and framework that defines, measures, and utilizes the most important organizational conditions, including aspects of a school’s culture and climate, to improve student outcomes.

The 5Essentials System includes a diagnostic survey, research-testing scoring, and interactive reporting tool that provides insights into schools’ organizational strengths and areas of opportunity across the five essential factors for school improvement: Effective Leaders, Collaborative Teachers, Involved Families, Supportive Environment, and Ambitious Instruction.





The system also offers professional learning designed to help educators leverage 5Essentials data to inform improvement planning and drive improved school and student outcomes.



“The 5Essentials speak for themselves. It truly is a valuable assessment that helps us improve the quality of education for all students, families and communities.”

Dr. Ernesto Matias  
Former Chief Education Officer  
Illinois School Board of Education

Research shows schools strong on at least three of the five Essentials for school improvement were **10 times more likely** to show substantial gains in student learning than schools weak on three or more of the five Essentials. A low score in even just one of the five Essentials reduced the likelihood of improvement to less than 10 percent. Research has also shown that 5Essentials Survey indicators reliably predict school success on a variety of outcomes for both high school and elementary schools, including:

 Graduation Rates	 Freshman OnTrack	 Test Score Gains	 Attendance
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# Survey Validity, Reliability, and Data Quality

Over the past two decades, the 5Essentials Survey has been refined repeatedly to ensure accurate measurement and reflect changing practices in schools. The surveys have been administered to students and teachers in Chicago since 1994. UChicago Consortium employs a psychometrician, a survey methodologist, and quantitative social scientists to conduct annual evaluations of the survey.

A construct, called a ‘Measure’ on the survey report, is a group of questions measuring the same concept. Each construct that is reported to schools (e.g., Teacher-Parent Trust) is measured through responses to several survey questions. To understand reliability and validity of each construct, each question that is part of the construct is evaluated on a few dimensions. First, analysts examine whether people have responded to the question in ways that make sense—checking that there does not seem to have been confusion about what the question was asking and that the question captures the underlying concept it is supposed to be measuring. Second, the question should also be able to differentiate respondents who feel differently about the construct, which would lead respondents to answer the question in systematically different ways. Finally, the group of questions that are used to create the construct should combine to produce a score that accurately measures this construct in the same way across all individuals and schools (i.e., the combination of the survey questions should provide a reliable measurement of the construct). The score should be able to differentiate among individuals and among schools, showing which have higher or lower levels on that construct. Individual questions (items) or constructs (Measures) that do not meet these criteria for fit or reliability are modified or discarded. Separate analyses are performed for schools serving different grade levels to ensure that the questions are appropriate for different types of schools. Measures of each construct are included only if they are sufficiently reliable at the individual and school level, meaning they can reliably differentiate between people and schools.

The original validation of the 5Essentials Survey was based on a 10-year study that used multiple years of survey data to show how the essential supports together were related to improvements in elementary schools in Chicago. This study culminated in the widely cited book, [Organizing Schools for Improvement](#). This large-scale study examined the ways in which combinations of essential supports led to different levels of improvement for different student outcomes. A key finding from this study was that schools strong on at least three of the 5Essentials were 10 times more likely to improve student growth in test scores and 30 times less likely to stagnate than similar schools that were weak on these supports. They were also more likely to improve attendance. While different levels of the Essentials were needed for improvement in different neighborhood contexts, the 5Essentials were related to school improvement for all types of schools.

As part of ongoing research and the continuing evaluation of survey content, researchers continue to examine the degree to which each of the Measures in the survey predicts student outcomes and school improvement (i.e. predictive validity). This ongoing work helps us continue to improve the 5Essentials and supports our understanding of how combinations of Measures (i.e. Essentials) relate to important student outcomes in different contexts.

In addition, each year, the content of the survey is evaluated to see whether the concepts that are being measured are still meaningful given current practice. Researchers and practitioners also discuss whether new concepts should be included in the survey to account for changes in educational practice or new research evidence about school improvement. When the decision is made to add new concepts to the survey, the questions go through an extensive evaluation process.

In 2020, the University of Chicago Consortium on School Research released a report that reaffirms the effectiveness of the 5Essentials in promoting positive student outcomes. These findings show that the 5Essentials continue to be meaningful indicators for elementary and high schools working to improve student outcomes. The “Supporting School Improvement: Early Findings from a Reexamination of the 5Essentials Survey” report provides an updated and expanded validation of the 5Essentials Survey, including high schools and additional student outcomes.

## Key Findings from the 5Essentials Revalidation Report

Of the 22 5Essentials Survey Measures, all were in some way positively and significantly associated with schools' improvement.

Both starting out the year with strength in 5Essentials Survey Measures and improving on Measures during the year predicted improved student outcomes in schools.

5Essentials Survey Measures were positively and significantly related to growth in elementary test scores, GPA, and attendance.

High school outcomes—attendance, test scores, GPA, Freshman OnTrack, and college enrollment—were positively and significantly related to 5Essentials Survey Measures.

Source: Hart, H., Young, C., Chen, A., Zou, A., & Allensworth, E.M. (2020). Supporting school improvement: Early findings from reexamination of the 5Essentials survey. Chicago, IL: University of Chicago Consortium on School Research.

# General Survey Information

## Administration Window

The 2026 CPS 5Essentials Survey will be administered online from  
**February 10 — March 13**

Survey participants must complete the survey within the administration window, as administration dates will not be extended.

Schools may schedule a time during the administration window to complete the survey to work around other commitments. The student and teacher surveys take approximately 30 minutes to complete. Therefore, you should provide participants with sufficient time for survey completion.

Schools should do the following to prepare for a successful survey administration:

- Develop an administration plan that involves the school community (staff and students)
- Set response rate goals
- Determine a goal window for completion
- Use existing channels of communication to emphasize the importance of survey participation and promote a higher response rate
- Schedule ample time for respondents to complete the survey
- Track survey response rates early on and throughout the administration window

## Ethical Survey Administration

**School leaders and all personnel must not, under any circumstances, attempt to influence or suggest the survey answers provided by teachers or students.** School leaders and other personnel cannot require teachers or students to take the survey.

Principals **MUST NOT** ask for or require teachers to submit proof that they have completed the survey. If teachers or students report attempts to influence responses, please collect as much detail about the event as possible, and contact UChicago Impact at 866.440.1874 or [Impact-Surveys@uchicago.edu](mailto:Impact-Surveys@uchicago.edu) with all information. Your identity will be kept confidential.

To avoid any suggestions of influence or the appearance of impropriety, we recommended that administrators leave the room or virtual meeting while the staff takes the survey.

**Please Note:** While surveys are administered online, students and teachers should still have access to school computer equipment to complete their survey.

## School Reports

Schools will receive their analyzed 5Essential survey results via an online, individual school report (visit [www.5-essentials.org](http://www.5-essentials.org) for the most recent public survey reports). To receive a 5Essentials report, a school must achieve a 50 percent response rate from students and teachers and a minimum of eight teachers and 10 student survey respondents.

## Subgroup Reporting

Schools can view their student survey results by race, IEP, ELL, and FRL status, as well as by gender and grade level. Subgroups must have a minimum of 10 student respondents to be visible in a report.

# Preparing for Survey Administration

## Review Rosters

Principals and survey coordinators should review rosters to be sure all 4th-12th grade students and eligible teachers are included. **Those eligible but not on the roster should take the survey provisionally (see page 17).**

Principals and Survey Coordinators can request deletions and/or transfers to another school for students and teachers within the roster section of the survey admin dashboard. Students and teachers should ONLY be removed from your roster if they are not currently at your school or qualify for one of the listed removal reasons.

To delete a student/teacher, select the checkbox next to their name, then click the “Request deletion” button above the roster table. You will then need to input a reason for the deletion and confirm your submission by again clicking the “Request deletion” button.

The reasons to delete a student from a school roster are:

- No longer enrolled at the school
- Unable to engage in the survey due to learning capacity
- ELL/non-Spanish speaking
- Parental opt-out (*Students will not be removed from your roster due to 'parental opt-out'; this code will be used by the district for informational purposes only.*)

If you know what school the student has transferred to (and the school is participating in the same survey administration), you can click the “request transfer” button after choosing the student(s) that need to be moved. If student transfers are needed to multiple schools, requests must be grouped by school.

For example, you have six (6) students that need to be transferred, four (4) attend Smith HS, and two (2) attend Jones HS. You will need to request to move the four (4) students to Smith HS and a subsequent request to move the two (2) students to Jones.

To view the rosters, go to [survey.5-essentials.org/cps/home](https://survey.5-essentials.org/cps/home) and click on Roster. Roster change requests will be reviewed by district-level staff, with final approval or denial at the district’s discretion.

## Designate a Survey Coordinator

Assigning a Survey Coordinator for your school is essential in ensuring a successful survey administration. The designated individual will be responsible for coordinating the logistics of the survey administration and acting as the liaison to UChicago Impact. Depending on the school size, multiple individuals may be needed to act as Survey Coordinators. It is recommended that the designated Survey Coordinator(s) is an individual(s) without instructional responsibilities, e.g., assistant principal, technology coordinator, etc.

To help Survey Coordinators better manage survey administration logistics, principals can create a School Admin account on the Survey Admin Dashboard. This account will allow Survey Coordinators to view rosters, submit roster change requests, and track survey response rates in real-time. Survey Coordinators will receive weekly response rate reports and email notifications during the survey window.

To assign a Survey Coordinator, follow the steps below.

1. Log into the survey admin dashboard: [survey.5-essentials.org/cps/home](https://survey.5-essentials.org/cps/home)
2. Click the “Manage School Admins” button
3. Click on your school’s name
4. Click the + icon to Add a School Admin
5. Enter the email address and first and last name, and click submit
  - a. Please note: Clicking submit will trigger an email notification to the school admin

## Access the Survey Administration Dashboard

Administrators and survey coordinators use the survey administration dashboard to view roster information and response rates. District administrators, principals, and survey coordinators will receive an email from [Impact-Surveys@uchicago.edu](mailto:Impact-Surveys@uchicago.edu) notifying them that a survey administration account has been created for them.

This email contains a link to create a password; after a password has been created, account holders can access the survey admin dashboard. In addition, all administrators and survey coordinators who receive a 5Essentials Survey administrator account notification must follow the prompts to create a password to access their school’s response rate information, regardless of whether they had an account in a prior survey year.

To view the dashboard, go to [www.survey.5-essentials.org/cps/home](https://www.survey.5-essentials.org/cps/home).

## Inform Your School Community

To provide your parents/guardians with information about the 5Essentials Survey before the survey administration window, we strongly encourage distributing the parent/guardian notification provided by CPS. You can find the letter linked below. You can use the letter alone or incorporate it into your established communications channel to parents/guardians (e.g., in a school newsletter or on the school website).

To view or download the parent notification letter, go to: [cps.edu/about/district-data/metrics/surveys/](https://cps.edu/about/district-data/metrics/surveys/)

## Parental Consent

Depending on your district's or authorizer's policy, parents may need to be notified in writing about the administration of the 5Essentials Survey. The parent notification letter informs parents of the purpose of the 5Essentials Survey and its administration dates, but also allows them a reasonable opportunity to review the survey questions and decline their child's participation in the survey. The parent notification letter may be found in the communication kit. The 5Essentials Survey acknowledges passive parent consent. Passive consent assumes that the parent or guardian has consented to their child's participation in the survey, unless some action is taken. Principals and/or survey coordinators are required to maintain a list of "opt out" students and notify their teachers prior to administering the survey to students.

## Survey Notification Letters

A communication kit has been assembled to provide each school with modifiable letters to inform teachers and parents about the 5Essentials Survey. The kit includes survey announcement letters. Please see **APPENDIX B** for these communications.

## Response Rates

During the administration window, district administrators, principals, and survey coordinators will receive weekly updates about survey response rates. All Response Rate Reports will show the percentage of students and teachers who have completed the survey.

For teacher response rates, **we cannot display any identifying information about the teachers or their survey participation to maintain teacher confidentiality.** You will only see the total teacher response rate for your school. Teachers who have yet to take the survey will receive a weekly reminder.

The minimum reporting threshold is 50 percent. That means a 5Essentials Report will only generate if a school achieves a 50 percent response rate. Additionally, to receive a 5Essentials report, a school must have a minimum of eight teachers and 10 student survey respondents.

**Please Note:** Also, surveys completed using the provisional method are not included in the weekly response rate updates. Provisional surveys are reconciled after the survey window closes, which may result in changes to the response rates. Survey reports will include final response rates.

## Strategies for Increasing Response Rates

While there is no one way to administer the 5Essentials Surveys, listed below are some strategies used in prior 5Essentials Implementations.

For the Teacher Survey:

- Share information and schedule time for participation during staff meetings or professional development sessions.
- Establish expectations for participation.
- Determine a goal window for completion.
- Enlist survey advocates/ambassadors (e.g., lead teachers).

For the Student Survey:

- Have student IDs readily available for login.
- Create a school-wide survey schedule.
- Build into common structures or advisories.
- Rotate classes into computer lab.
- Use a laptop cart to do whole-class administration, one classroom at a time.

# 5Essentials Student Survey

The 5Essentials Student Survey is open to students in 4th-12th grades. Every eligible student should have the opportunity to participate in the survey. However, a student can elect not to participate.

The student survey takes approximately 30 minutes and is available in English and Spanish. **Respondents should complete their surveys in one sitting.**

## Survey Administration

### Login Instructions

- Visit [survey.5-essentials.org/cps](https://survey.5-essentials.org/cps)
- Select “Student Survey” in either English or Spanish
- Enter student ID and birthdate
- Click Submit when the survey is completed

**Please Note:** Surveys cannot be retrieved once submitted. For this reason, please encourage students to take their time when responding to the survey. Students may skip any questions they do not wish to answer. Staff who are present while students are completing the survey should refrain from interpreting survey questions for students.

**To view a sample Student Survey Login page see APPENDIX A.**

## Student Rosters

The roster section of the Survey Administration Dashboard allows admin users to view started and submitted times for student respondents. You will also see the student’s name, student ID, date of birth, grade, gender, and special education status. You can sort rosters by name, student ID, date of birth, grade, and whether they started or submitted the survey.

Students are required to enter their student ID and birthdate to log into the survey; thus it can be helpful to have student rosters accessible for efficient login. Student rosters may be exported from the dashboard available when administering the survey.

Visit [survey.5-essentials.org/cps/roster/schools/](https://survey.5-essentials.org/cps/roster/schools/) to select your school and view your roster.

## Accommodations for Students with Disabilities

Students with disabilities should have the opportunity to complete the 5Essentials Survey. Schools should provide students with IEPs with the necessary accommodations to successfully submit their responses, such as having the survey read aloud or providing extra time as needed. To determine the best accommodations for a student with a disability, we encourage survey administrators to review the testing modifications and accommodations section of the student's IEP. Any accommodations made for a student must protect the confidentiality of the student's responses. Schools with specific questions about accommodations for the survey should reach out to their Specialized Services Administrator (SSA) for clarification and further assistance.

## Read Aloud Functionality

The survey site offers a read aloud feature in both English and Spanish. Students can enable this feature on any page of the tool. After checking the box to activate read aloud, a speaker icon will appear next to each item that can be read aloud. Click the speaker icon to hear the content. See **Appendix C** for a sample of the read aloud functionality.

## Student Survey Versions

The 5Essentials Student Survey will ask students about their English/reading/literature, math, and science classes, though some questions will differ for students based on class and/or grade level. For example, the survey for 4th and 5th-grade students is shorter than the version for 6th-12th-grade students.

## Suggestions for Facilitating Student Administration

Administration of the student survey **should occur during school hours**. Here are some suggestions to ensure that all students can respond:

- Have student IDs readily available for login.
- Create a school-wide survey schedule.
- Build time for the survey into common structures or advisories.
- Rotate classes into a computer lab.
- Use a laptop cart to do whole-class administration, one classroom at a time.
- Consider using text-to-speech or other differentiation supports for students who may have difficulty reading the survey independently.
- Create a link or bookmark to the survey that is readily accessible on a classroom computer or via Google Classroom.

# 5Essentials Teacher Survey

## Survey Administration

### Login Instructions

- Visit [survey.5-essentials.org/cps](https://survey.5-essentials.org/cps) and select Teacher Survey
- Enter login ID and passcode
- Advance to survey questions
- Click Submit when the survey is completed

Teachers and other eligible staff will receive email invitations the morning the survey window opens. The email will include login instructions for accessing the survey. Teachers may skip questions they do not want to answer and can change survey responses while completing their survey. However, once surveys are submitted, respondents can not change survey responses. For this reason, please encourage teachers to take their time when responding to the survey. In addition, the teacher survey can be completed during the school day or outside of school hours.

**To view a sample Teacher Survey Login page, see APPENDIX A.**

## Suggestions for Facilitating Teacher Administration

- Share information and schedule time to take the survey during staff meetings (either virtual or in person)
- Express the importance and value of participation
- Enlist survey advocates (e.g., lead teachers)

## Survey Eligibility

The 5Essentials Teacher Survey is to be completed by staff whose primary responsibility involves teaching students for the majority of the school day and year.

Positions eligible and encouraged to participate in the survey:

- Teachers
- Teacher Assistants
- Reading Specialists
- Instructional Coaches
- Counselors
- Social workers/Psychologists
- Speech-Language Pathologists

Positions **ineligible** to participate in the survey:

- Principals
- Assistant Principals & Deans
- Student teachers
- Substitute teachers
- Tutors
- Nurses
- Other staff who do not instruct students

## Provisional Surveys

The Survey Administration Tool allows students and teachers not represented in the core roster data to complete provisional surveys.

Provisional surveys include the same content as those accessed through the traditional login process. The criterion for login differs by respondent type but includes common elements such as school, grade, and employment/enrollment date. The provisional login also requires the respondent to identify the reason for the alternate login from a menu of responses.

**Please Note:** Weekly response rate updates **do not** include provisional surveys. Provisional surveys are reconciled after the survey window closes, which may result in changes to the response rates. 5Essential Survey reports include final response rates. To review eligibility requirements for survey participation, see the 5Essentials Teacher Survey section above.

# Survey Technical Requirements

## Supported Browsers

When accessing the 5Essentials Survey, participants should use one of the following web browsers:

- Apple Safari 5 or +
- Google Chrome
- Microsoft Edge
- Microsoft Internet Explorer 7 or +
- Mozilla Firefox 4.0 or +

Confirm your web browsers are updated.

Ensure your district or school firewalls/network security will allow access to the survey URL ([survey.5-essentials.org/cps](https://survey.5-essentials.org/cps)) and receive emails from [Impact-Surveys@uchicago.edu](mailto:Impact-Surveys@uchicago.edu).

## Supported Devices

- PC or Mac computers/laptop
- Android and IOS tablets
- Android and IOS mobile phones

## Contact & Support

If you have any questions concerning the administration of the 5Essentials Survey, please contact 5Essentials Client Services toll-free at **866.440.1874** or via email at [Impact-Surveys@uchicago.edu](mailto:Impact-Surveys@uchicago.edu).

You can also contact CPS at [cps5essentials@cps.edu](mailto:cps5essentials@cps.edu). Online resources are also available to assist schools during the survey administration at [help.5-essentials.org](https://help.5-essentials.org).

# Appendix A: Sample Login Pages

## Student Login

5Essentials FAQ  
Contact Us

### Login

Please login to take the Student Survey.

Enable read aloud

\*Required fields

\*Student ID:

\*Birth date:

Can't log in? [Click here](#) to take the provisional survey.

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## Student Provisional Login

5Essentials FAQ  
Contact Us

### Login

We're having a hard time finding you in our system. Please enter the information below to take the Student Survey with a temporary login.

Enable read aloud

\*Required fields

Student ID:  
  
Enter your Student ID if you know it.

First Name:  
  
Enter your first name.

Last Name:  
  
Enter your last (family) name.

\*Birth date:

\*Gender:  
 Male  
 Female  
 Non-binary  
 Additional category not listed  
 Prefer not to answer

\*Grade:

\*School:  
  
Begin typing your school's name to get a list of matching schools to choose from.

\*When did you start going to this school?  
 In the past month  
 In the past semester  
 At the beginning of this school year  
 Before this school year

\*Why did you have trouble logging in?

[← Go back to normal login](#)

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# Appendix A: Sample Login Pages

## Teacher Login

5Essentials FAQ  
Contact Us

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### Login

Please login to take the Teacher Survey.

Enable read aloud

\*Required fields

\*Login:

\*Passcode:

Forgot your passcode? [Click here](#)

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## Teacher Provisional Login

5Essentials FAQ  
Contact Us

---

### Login

We're having a hard time finding you in our system. To ensure accuracy, we need to verify that you are associated with this school. Please answer the questions below to facilitate this process. This information will ONLY be used to verify that you are a teacher at this school. We will NEVER USE THIS INFORMATION TO LINK SURVEY RESPONSES TO A PARTICULAR TEACHER. All survey results will be presented as a school-wide aggregate, and your school and school district will never receive individual-level data. Please answer the following questions to log into the Teacher Survey provisionally.

Enable read aloud

\*Required fields

Teacher ID (if known):

Your ID is only used to verify your status as a teacher. Your responses will be anonymous.

\*Email:

Your email address is only used to verify your status as a teacher. Your response will not be connected to this email address.

\*School:

Begin typing your school's name to get a list of matching schools to choose from.  
If you teach at more than one school, select the school you spend the most time in.

\*Grade:

If you teach more than one grade, please select the grade you teach most often.

\*When did you start teaching at this school?  
 |  |

Employment start date

\*Why did you have trouble logging in?

[← Go back to normal login](#)

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# Appendix B: Sample Letters & Press Release

## Teacher Excitement Letter

(Sent to Teachers by UChicago Impact Prior to Survey Open)

Dear Teacher,

Beginning DATE you will have the opportunity to participate in the 5Essentials Survey. UChicago Impact at the University of Chicago will administer the survey to teachers online. This survey allows you to share your views on important elements of school effectiveness, and the results will provide a rich picture of the inner workings of your school from an organizational perspective.

This survey is based on the Five Essentials for School Success, an evidence-based framework developed by the University of Chicago. This framework identifies how school performance on five factors or “Essentials” can lead to important student outcomes, including improved attendance and larger test score gains. Research has shown that schools strong on three or more of the 5Essentials were 10 times more likely to improve student learning gains than schools weak on three or more of the Essentials. The 5Essentials are:

- Effective Leaders
- Collaborative Teachers
- Involved Families
- Supportive Environment
- Ambitious Instruction

School-level 5Essentials Reports will be generated from carefully analyzed survey data and reports will be released to school and district leaders in May 2026. These reports will show your school’s performance on the 5Essentials and display summary information, such as the percent of teachers who find their schools’ professional development initiatives helpful. Individual responses will remain confidential and not be linked to any individual by name.

Survey administration begins DATE. On that day, teachers will receive an email with unique username and password to log-in to the survey and participate. Lastly, your participation in this survey is voluntary. You may elect not to respond to individual questions and may discontinue participation at any time. However, at least 50% of your school’s teaching staff must participate (a minimum of eight respondents) in order to generate a report.

If you have any questions about the survey, please contact 5Essentials Customer Support at 866.440.1874 or [Impact-Surveys@uchicago.edu](mailto:Impact-Surveys@uchicago.edu).

# Appendix B: Sample Letters & Press Release

## Parent Notification Letter

(To Be Sent to Parents Prior to Survey Open)

Date \_\_\_\_\_

Dear Parent or Guardian,

We are writing to inform you about a student survey that will be administered at your child's school called the 5Essentials Survey. This survey, developed by the University of Chicago Consortium on School Research, asks students about their experiences in school. Having direct information from students is critical for developing plans to improve schools. Students' identities will be completely confidential. Teachers or administrators will never see individual responses to survey questions only summary level responses, such as the percentage of students' who agree homework assignments help them learn the course material.

Please be aware that under the Protection of Pupil Rights Act, 20 U.S.C. Section 1232(c) (1) (A), you have the right to review a copy of the questions asked of your student(s). Survey questions can be requested of your school or district. The survey will be administered **[ENTER SURVEY ADMINISTRATION WINDOW]**.

If you DO NOT want your daughter or son to participate, fill out the information below and ask your child to return this sheet to his or her teacher.

Thank you for your cooperation,  
UChicago Impact

School Name: \_\_\_\_\_ Room # \_\_\_\_\_  
(Please Print)

I DO NOT want my child, \_\_\_\_\_, to take part in the 5Essentials Survey.

CHILD'S NAME (PLEASE PRINT)

\_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN

DATE

UChicago Impact is a non-for-profit organization located at the University of Chicago. Our purpose is to provide tools and supporting services that create reliably excellent schooling for students in urban America.

# Appendix B: Sample Letters & Press Release

## Sample Press Release

For Immediate Release:

Contact:

Name, Title:

District/Organization/School:

Phone Number:

Email:

[District] Administers 5Essentials Survey to Improve Student Learning Students and teachers weigh in on school culture and learning conditions

[Insert Date]- This year, [DISTRICT] will administer UChicago Impact's 5Essentials Survey to school communities. The 5Essentials Survey is a researched-based school improvement survey and framework that leverages the voices of students and teachers to guide improvement planning.

The 5Essentials Survey provides a comprehensive picture of a school's organizational culture in an individualized report measuring five "Essentials" critical for school success:

- Effective Leaders
- Collaborative Teachers
- Involved Families
- Supportive Environment
- Ambitious Instruction

From [INSERT DATES], students and teachers can participate in the 30-minute Survey and will reflect on aspects of their school's organizational conditions. Their collective responses will help identify their school's areas of strength and opportunities for growth across the 5Essentials.

(Insert quote from the Superintendent or another district-level official on the importance of participating in the Survey.)

The 5Essentials is grounded in over 30 years of research conducted by the University of Chicago Consortium on School Research. Research shows the 5Essentials is positively related to multiple academic outcomes, including test scores and test score gains, attendance rates, graduation rates, teacher mobility/retention, and grade point average.

Research shows schools strong on at least three of the five Essentials for school improvement were 10 times more likely to show substantial gains in student learning than schools weak on three or more of the five Essentials. A low score in even just one of the five Essentials reduced the likelihood of improvement to less than 10 percent.

Schools that meet the 50% Response Rate threshold will receive comprehensive and interactive 5Essentials Reports to guide school leadership in developing strategic improvement plans and tracking progress over time. Reports will be released during [INSERT DATES].

For more information about the 5Essentials, visit [www.uchicagoimpact.org](http://www.uchicagoimpact.org).

# Appendix C: Sample Survey Page with Read Aloud

Enable read aloud

How much do you disagree or agree with the following statements?

	Strongly disagree	Disagree	Agree	Strongly agree
I feel <i>safe</i> with my teachers at this school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel <i>comfortable</i> with my teachers at this school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My teachers always keep their promises.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My teachers always listen to students' ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My teachers treat me with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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There are 5 unanswered items on the page.

Enable read aloud

How much do you disagree or agree with the following statements?

	Strongly disagree	Disagree	Agree	Strongly agree
I feel <i>safe</i> with my teachers at this school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel <i>comfortable</i> with my teachers at this school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My teachers always keep their promises.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My teachers always listen to students' ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My teachers treat me with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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There are 5 unanswered items on the page.