



New York
21st Century Community Learning Centers
SOARING BEYOND EXPECTATIONS



Welcome

**Thanks for joining. We'll get started soon.
Please check-in via the chat box.**

Enter your name, organization, and project number(s).

Thanks!

Introduction to EZReports Training for Teacher Surveys

March 3, 2021



Presented by:

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Meeting Norms

- ▶ This meeting is being recorded
 - The recording, slide deck, and Q&As will be shared after the meeting
- ▶ Please remain muted except when called on to speak
- ▶ Q&As
 - Simple questions: raise hand or enter into Chat – we will respond live to as many questions as time allows
 - More involved questions: Use Google Doc links [next slide]
 - We will respond to all remaining questions via email



Q&A Links (Google Doc)

- ▶ Link to URL: <https://tinyurl.com/44kdcb66>

OR

- ▶ Scan the QR Code^{**}:





Summary of 2/18 Letter to Program Managers

- ▷ Reasons for survey
 - No testing in 2020 and no gains except 4-8.
 - Inform APRs (automated)
 - Inform analyses of State objectives
 - Help inform program-level performance indicators
 - NOTE: All of the above indicators/analyses are *federally* required**



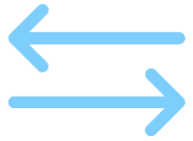
Summary of 2/18 Letter to Program Managers

- ▷ Which teachers?
 - Participants' day schools
 - ELA & math are 21stCCLC priorities
 - Avoid teachers also providing 21st CCLC services where possible
 - Teachers of students participating 10+ hours by survey date**
 - Attendance records must be up to date by 5/14!**



Timeline Summary

- ▶ NYSED/MI identify and inform principals and superintendents – **3/1**
- ▶ PMs provide RC with any missing principal contacts, and complete entry into EZReports – **ASAP**
- ▶ PMs provide *all* student names to School Liaison **by 4/4**
- ▶ School Liaisons identify teachers and provide to PD **by 4/18**
- ▶ PMs/staff **enter teachers into EZReports by 5/7**
- ▶ NYSED or PMs *[TBD]* send surveys & cover email to teachers via EZReports **5/14**
- ▶ NYSED sends non-respondent reminders to teachers **5/21**, and **5/28 through end of school year**



Revisions to Timeline

Action	Responsible Party	Date Needed (no later than)
Finalize principal letter and instructions	NYSED/MI	2/23
Identify principals (name, email) of each participant's day-school	Program Directors	2/26
Provide missing principal contacts to your RC <i>(was "Enter into EZR by 2/26")</i>	Program Directors	2/26
Enter principal contacts into EZR	Program Directors	As soon as possible
Send letter to principals and superintendents (cc'd to Program Directors and local evaluators) with instructions for identifying teachers	NYSED	3/1
Conduct/attend ½ hour orientation meeting	Program Directors, Local Evaluators (optional), NYSED, RCs, MI	3/3, 10:00-10:30
Conduct/attend EZReports survey training	Thomas Kelly Assoc., Program Directors, Local Evaluators (optional), NYSED, RCs, MI	3/3, 10:30-12:00
Obtain name/contact for liaison at each day-school to assist with teacher identification	Program Directors/Principals	3/4

Action	Responsible Party	Date Needed (no later than)
Provide sample email to PDs for requesting identified teachers from principal/liaison *NEW*	NYSED	4/3 (<i>changed from 5/10</i>)
Forward sample email to principals/liaisons *NEW*	Program Directors	4/4 (<i>changed from 5/10</i>)
Provide school liaison(s) with names of all students currently enrolled	Program Directors	4/4 (<i>changed from 3/4</i>)
Identify teachers and provide contact information to Program Directors	School Liaisons	4/18 (<i>changed from 5/3</i>)
Enter day-school teacher contacts into EZReports	Program Directors	5/7
Administer surveys with cover letter instructions to teachers of <i>students with 10+ hours attendance</i> (use custom survey filter in EZReports) *NEW*	Cover letter provided by NYSED, TKSA populates into EZReports for all to access Program Directors/Site Coordinators [POSSIBLY NYSED, TBD] administer through EZReports using posted cover email.	5/14 5/14
Survey response deadline	Targeted day-school teachers	5/28
Send email reminders to non-respondents, with CC to principals and liaisons	NYSED, via EZReports	5/21 and 5/31-end of SY

Please contact the MI 21st CCLC Statewide Evaluation Team with any questions

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