

FOR SUPERINTENDENTS ONLY

Superintendents' Web site: After reviewing the homepage of the Virginia School Safety Survey Web site, superintendents may access the superintendents' Web site by clicking on the "Superintendents" button at the bottom of the page. From here, the division-level Virginia School Safety Survey can be accessed by clicking on the "Access Division Survey" button.

The division survey can be accessed beginning on Tuesday, September 5, 2006, and must be completed before 5 p.m. on Friday, October 13, 2006.

The **password** for the division survey is: **division**

The Survey Manager: Available only to superintendents, the Survey Manager is designed to help superintendents manage the school safety survey process within their school divisions. The Survey Manager can be accessed from the superintendents' Web site by clicking on the "Access Survey Manager" button at the bottom of the page. To ensure secure access to the information contained in the Survey Manager, you will be asked to provide a user name and password unique to your school division.

The division's user name and password will be provided by e-mail and letter from the Virginia Center for School Safety.

The Survey Manager is made up of three components: (1) Update List of Division Schools, (2) View Your Schools' Survey Responses, and (3) Update Division Contact Information. From here, superintendents will be able to review and update a list of their division's schools, check which of their division's schools have completed the survey and review their responses to the survey questions, and review and update their division's contact information.

SUPERINTENDENT'S RESPONSIBILITIES

1. Superintendents (or their designee) must contact all schools within their division and instruct them to complete the school survey by October 13, 2006.

When schools are contacted, please provide the principals with the following information:

- Access to the Virginia School Safety Survey will begin on Tuesday, September 5, 2006. The survey must be completed by 5 p.m. on Friday, October 13, 2006, in order to be in compliance.
- To access the school survey, principals must go to the Virginia School Safety Survey Web site, <http://www.dcs.virginia.gov/surveySupport/schoolAudit/>. At the bottom of the homepage, they will click on the "Principals" button which will link them to the principals' Web site. Here they will be instructed to review the survey instructions and questions before accessing the actual survey.

- When ready to begin taking the survey, principals can access it by clicking on the “Access School Survey” button. They will be asked to enter a password –

The **password** for the principals’ survey is: **school**

- As per Code, the principal must also print a copy of their completed survey responses to keep on file at their school.

2. Using the Survey Manager, superintendents are required to manage their division’s contact information and ensure survey compliance.

From the “Update List of Division Schools” component, superintendents must:

- Update their list of division schools (For purposes of the Virginia School Safety Survey requirement, a school is defined as “any separate physical structure that houses and instructs public school students during school hours.”)

From the “Update Division Contact Information” component, superintendents must:

- Update their contact information

From the “View Your Schools’ Survey Responses” component, superintendents are able to monitor which of their division schools have completed the school safety survey and review and print the content of each school’s survey responses. The survey compliance list will be updated every 24 hours Monday through Thursday. Using this component, superintendent’s must:

- Check their schools’ survey compliance (and contact non-compliant schools to remind them to complete their survey by October 13th)
- Make copies of their schools’ survey responses for their division records (as per Code)
- Provide survey receipt confirmation to schools upon their request
- Provide copies of survey responses to schools upon their request

If there are questions about this year’s Virginia School Safety Survey, answers may be found in the list of frequently-asked-questions (FAQs) on the DCJS Web site:

<https://www.dcms.virginia.gov/surveysupport/schoolaudit/2006/faq.pdf>

In addition, questions may be sent to the VCSS Survey Response Team at: [vcsssurvey@dcjs.virginia.gov](mailto:vcssssurvey@dcjs.virginia.gov).