

## Instructions for Using the Survey Manager Web site

### FOR SUPERINTENDENTS ONLY

**Superintendents' Web site:** After reviewing the homepage of the Virginia School Safety Survey Web site ([www.dcjs.virginia.gov/surveySupport/schoolAudit/](http://www.dcjs.virginia.gov/surveySupport/schoolAudit/)), superintendents may access the superintendents' page by clicking on the "Superintendents" button (located at the bottom of the page).

**Survey Manager:** This online tool assists division superintendents in managing the safety survey process. It is accessed from the superintendents' page by clicking on the "Access Survey Manager" button (located 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 Department of Criminal Justice Services.**

From the Survey Manager, superintendents will be able to review and update division contact information, review and update school lists, identify each individual school's progress in completing the survey and verify responses to survey questions.

### SUPERINTENDENT'S RESPONSIBILITIES

1. **Superintendents (or their designee) must contact all schools within their division and instruct them to complete the school survey by September 24, 2010.**

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

- **Access to the Virginia School Safety Survey will begin on Monday, August 2, 2010. The survey must be completed by 5 p.m. on Friday, September 24, 2010, in order to be in compliance.**
- To access the school survey, principals must go to the Virginia School Safety Survey Web site: <http://www.dcjs.virginia.gov/surveySupport/schoolAudit/>. At the bottom of the page, they will click on the "Principals" button, which will link them to the principals' page. From there, they will be prompted 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, principals must also print a copy of the completed survey responses to keep on file at schools.

**2. Using the Survey Manager, superintendents are required to manage division contact information and ensure survey compliance and proper survey response.**

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

- Update division contact information.

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

- Update the list of each school within the division. (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 “View/Certify Your Schools’ Survey Responses” component, superintendents are able to:

- Monitor each school’s progress in completing 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, superintendents must:
  - Check their schools’ survey compliance status (and contact noncompliant schools to remind them to complete the survey by September 24, 2010)
  - Make a copy of each school survey response and maintain a record of such at the division level (as per *Code*)
  - Provide survey receipt confirmation to schools upon request
  - Provide copies of survey responses to schools upon request
  - Certify superintendent review of schools’ survey responses

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:

<http://www.dcjs.virginia.gov/surveysupport/schoolaudit/faq.cfm>.

In addition, questions regarding the survey may be directed to Donna Michaelis via e-mail, [Donna.Michaelis@dcjs.virginia.gov](mailto:Donna.Michaelis@dcjs.virginia.gov), or telephone (804)371-6506.