

**March 3, 2021**  
**EZ Reports Teacher Survey Webinar Q and A**  
*(These questions were collected from sub-grantees during the webinar)*

**1. How many questions are in the survey?**

There are 13 rating scale questions, plus ~3 or 4 background questions

**2. What would occur if teachers do not complete the survey?**

Programs should strive to complete as many surveys as possible to ensure accurate federal reporting.

**3. Can teachers get paid for completing the survey?**

No.

**4. Can a site coordinator be a school liaison?**

Absolutely – in fact it is advisable

**5. Can I be the School Liaison if I am a district employee and have access to all the students in the school database? I can identify the teachers and enter the information into EZ Reports.**

Yes, if the school(s)' principal(s) agree.

**6. Do you want the surveys to go out for ANY student that attended 10+ hours or only students that are active at that time?**

Surveys will only go out to students who attended 10+ hours; but teachers should be identified and



**some students that only attended 2 days. Some of these students we haven't seen since September/October. Those teachers will still need to complete surveys?**

Yes, they should complete the survey. Dosage analyses will be likely to reflect

26. What should an evaluation be based on? (12.96 reevaluation, 11.2 (2.96 reevaluation, 5. reevaluation (2.96 reevaluation)

**to the day-time teachers, or the frontline staff (in the afterschool) as well?**

The surveys are for day school teachers, not 21stCCLC teachers.

**34. Can a column be added to the member upload spreadsheet for teachers to avoid doing double work?**

No. The members (students) are uploaded at the beginning of the program. The teachers may get reassigned during the school year (especially more for 2020-21 school year) so we have a separate upload to link students to their teachers.

**35. I'm still working with my local BOCES and NYSED to get my roster in the system. Can I upload the spreadsheet?**

We have separate templates to load student demographics information and student's teacher information. You need to first upload all student demographics data. After this step is complete you can upload student's teacher information using "Academic Data Upload" feature.

**36. On manual entry, if you use the Next button do all the previous teachers get saved?**

If you click on "Previous" or "Next" button, the data will be saved for the current student. However, when you reach the last student record, the next button will be disabled and you need to click on "Save & Close" to save the data.

**37. If we request the template with 2 teachers and a student doesn't have a secondary teacher will that be considered an error or will the second blank field be ignored?**

Yes. All teachers are not mandatory. If you do not have a second teacher to enter leave these fields blank.

**38. Can an auto remind be set to automatically go out to all teachers that have not completed surveys at different time frames?**

A user will need to click the "Remind" link to send reminder emails to day school teachers. An auto reminder is not available.

**39. Correct me if I am wrong, but is the survey only for ELA and Math teachers?**

Correct! (Or classroom teachers for elementary students)

**40. Do we input all enrolled students in after school program teachers?**

The answer is yes. However, the filter is for only surveying teachers of students with 10+ hours gets applied at the time the survey goes out.

**41. Will the teacher survey results automatically be sent to EZ Reports once completed by the teachers?**

Yes.

**42. Do we check code 1 and 2 for elementary students?**

Yes.

**43. What if the teacher teaches all subjects?**

That is the normal situation for elementary teachers. That teacher's student(s) only need a response from one teacher. Check codes 1 and 2 only; the purpose of the codes is to record which of the two subjects included in state and federal objectives that individual teaches, not to document all of the subjects s/he teaches.

**44. We have rolling enrollment so would we need to constantly redo this form to add new students?**

You should not redo the form, as you need to keep the students who enrolled early in the cycle. But you would need to update the form as close as possible to the deadline to capture as many late enrollees as possible.

**45. What if you have a teacher that runs academic enrichment on M/T and then they go to another school site TH/F. is there a way to enter two schools or do we put in two different teacher accounts for each school site?**

Right now you will need to put the same teacher account with two day-schools. You can use append brief site name to their name so you can identify like John (Garcia MS) and John (Milton MS)

**46. Must we have the principal's permission before we add any teacher information?**

Principals should be informed of this process to avoid confusion.

**47. Where can we see the report of which students don't have their teachers info input?**

We have a "Student-Teacher Report" at the site level

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**52. Will the teacher receive an email that they are in the system when we enter their info?**

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