

Custom Report: Student Voice Survey – Projected Counts - This report was designed to help with auditing student voice setup. ***This report will only show results BEFORE a survey window starts for a school.*** Use this report to verify an educator is set up for the appropriate survey type. This report will list all educators with a Type “01: Teacher” and their survey type. It also lists any educators who are not a Type “01: Teacher” but have been assigned a survey type of “Grade 3-5 Teacher Survey” or “Grade 6-12 Teacher Survey”. Only schools with a survey window scheduled to begin in the future will display in the “Schools” list. Use this report to verify: (1) educators are scheduled for the upcoming survey window; (2) enough students will receive the survey to meet the 10 student minimum for an educator; (3) an educator is assigned the proper survey type.

KDE Contact: Student Voice Program assistance - Office of Teaching and Learning, Division of Next Generation Professionals
Student Voice Technical Contact - Shale Detwiler

Pathway: KY State Reporting > KDE Reports > Student Voice Survey – Projected Counts

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Selection Criteria:

1. Select one or more schools to be displayed in the report. Choose multiple schools by clicking on the school name while holding down the CTRL key.
2. Select the report format. The report can be displayed in a PDF file or as an Excel file.
3. Click Generate Report to run the report.

Student Voice - Projected Teachers and Student Counts

Test Elementary School		Start: 12/17/2015 7:00 AM End: 12/17/2015 5:00 PM		
Last Name	First Name	ID	GrdLvl	Student Count
TEACHER	FIVE	54321	None	No valid sections
TEACHER	FOUR	12345	Gr. 3-5	26
TEACHER	ONE	01122	Gr. 6-12	15
TEACHER	THREE	09876	None	Not Participating
TEACHER	TWO	99663	Gr. 3-5	No valid sections

Suggested report uses: (Once report is opened in Excel turn on Filter option and freeze the headings.)

1. Run report after assignment is completed, but before survey window starts to verify assignment results. Manually assign to correct as needed.
2. Filter on specific school and have principal verify that all teachers that should have surveys have student counts.
3. Filter on “Student Count” → “Not Participating” to ensure those listed as not participating are correct.
4. Filter on “Student Count” → “No valid sections” to ensure those listed as not having valid sections are correct.
5. Verify student counts for participating teachers are in line with courses, sections and class sizes.

Other Notes:

- “No valid sections” could mean: (1) no students are rostered in instructional time courses; (2) no students rostered to instructional time courses satisfy the 15 day rules.