

DIVISION OF ELEMENTARY & SECONDARY EDUCATION
HIGH RELIABILITY SCHOOL SURVEY CHECKLIST

Level 3



The following steps will guide you through the process of administering the Marzano Research group's Level 3 High Reliability School (HRS) survey.

REVIEW THE HRS SURVEY TIMELINE

- Surveys can be distributed starting **October 5th**, and the survey window will close **October 22nd**
- Analysis of survey results will be distributed by **November 19th**

DETERMINE WHICH OF THE 4 SURVEY AUDIENCES YOU WOULD LIKE TO REACH

- 4 separate surveys will be available: school administration, staff, parents, and students. Schools can choose any combination of these to best meet the needs of their HRS process.
 - Note: the student survey is only available for grades 3 or higher

OCTOBER 5TH – SEND SURVEYS TO YOUR SELECTED GROUPS

- There are 2 separate survey links, one for students and a second for administration/staff/parents.
 - Administration / Staff / Parents: <https://bit.ly/3uunxgd>
 - Students: <https://bit.ly/2YiNjbE>

SEND A REMINDER TO YOUR GROUPS BEFORE THE SURVEY WINDOW CLOSES

- The survey window closes **October 22nd**. After this date the survey links will be closed for the purpose of beginning data analysis.

VIEW SURVEY RESULTS, DELIVERED BY NOVEMBER 19TH

- Survey results will be distributed through the Arkansas Digital Locker (adelocker.arkansas.gov). Access to the Digital Locker uses your APSCN/Active Directory username and password.
- **NOTE:** Survey results will provide data on leading indicators, but all indicators will need lagging indicators to show that HRS Level 3 has been achieved. The resource *A Handbook for High Reliability Schools* has a diagram on page 13 to visualize the entire process.