



COMMONWEALTH of VIRGINIA
Department of Education

DATE: October 12, 2018
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **2019 Virginia School Climate and Working Conditions Surveys**

The purpose of this memorandum is to notify school divisions that the Virginia Department of Education (VDOE) will administer the Virginia School Climate Surveys and Teacher/Staff Working Conditions Surveys beginning January 7, 2019, and ending March 15, 2019.

Information collected from the Virginia School Climate Surveys and Teacher/Staff Working Conditions Surveys is intended to be informational. Local school divisions should use these surveys to ensure all students and staff have access to a healthy, positive school environment in which to learn, work, interact, and grow.

The school climate survey will be available to students in grades four and five and to students in grades nine through twelve. Students in grade six may also be surveyed in a school without a grade seven.

As required by [Item 134.H of the 2018 Appropriation Act](#), VDOE will also administer a working conditions survey to state-licensed staff, including teachers and administrators. The working conditions survey will be available to all licensed staff, regardless of grades served.

Both surveys are voluntary and anonymous. Participants will not give their names on the survey, and it will not be possible to match survey answers to participant identities. The school climate and working conditions surveys will be administered concurrently. Schools must choose a three-week period to administer the surveys between January 7 and March 15, 2019. All surveys are completed online.

Divisions can choose to link additional survey questions on local initiatives to the state survey. Divisions must notify VDOE by November 2, 2018, of their intention to include additional questions by contacting Mona Mallory at 804-225-3911 or m.mallory@doe.virginia.gov. The process for submitting additional survey questions is [Attachment A](#) to this memorandum and

available on the VDOE website at: <http://www.doe.virginia.gov/support/school-climate/index.shtml>.

Complete instructions for administering the surveys as well as a template notification letter for parents will be provided in a later communication. If divisions would prefer to identify a primary point of contact for VDOE to communicate updates on survey administration other than the division superintendent, please provide the person's name, title, phone number, and email address to Mona Mallory at m.mallory@doe.virginia.gov.

JFL/JPR

Attachments:

A. Instructions and Form for Locally-Chosen Questions