



Redesigning School Counseling

Student Survey Administrator Instructions

INTRODUCTION:

Thank you for administering the Redesigning School Counseling (RSC) Student Survey. The results of this survey will be used to help improve our school counseling program. Students should take about 30 minutes to complete the survey.

The survey we are giving includes questions about the checked areas below:

QUESTION SET	QUESTIONS ASK	CONFIDENTIALITY	INCLUDED ON OUR SCHOOL'S SURVEY?
PLANS AND CHOICES	Students' future plans, career interests and choices they made in the past year in areas that impact high achievement	Students may opt to share these responses with their counselor.	YES
GUIDANCE NEEDS	Students' knowledge related to academic opportunities, academic pathways and careers	Students may opt to share these responses with their counselor.	
STUDENT ASSISTENSE NEEDS:	If common personal and social issues are interfering with their learning	Absolutely confidential	
STUDENT PERCEPTION OF THE SCHOOL COUNSELOR	Students' perception of their school counselor's knowledge, skills and disposition	Absolutely confidential	

TO ADMINISTER THE SURVEY:

1. Post this information. Be sure each letter or number is clearly written.

Note: The website address is case sensitive.

Each grade-level code begins with the grade level. The codes are not case sensitive

SCHOOL COUNSELING SURVEY WEBSITE:	
www.asainstitute.org/counselingsurvey	
SURVEY CODES:	
GRADE	CODE

2. Explain to students:
 - Today, we are taking a survey that will help our school counselors provide services that best meet the need of our students.
 - This is not a test. The more honest you are, the more it will help our counselors provide services that meet our students' needs.
 - The survey will take you about 30 minutes to complete.
3. Ask the students:
 - Please go to the website that is posted on the _____.
 - Then enter the code for your grade level.
 - Next, answer the questions.

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SURVEY ADMINISTRATOR INSTRUCTIONS

COMMON STUDENT QUESTIONS

	QUESTION	SUGGESTED RESPONSE
1	Why do I have to do this?	This survey will help your school counselor provide services that will best meet your needs and your friends' needs. It's a great way to let people know what you want and need.
2	Do I have to take the survey?	No, this is a voluntary survey, but it will really help your counselor provide services that will best help our students so we hope you'll decide to take it.
3	Will anyone see my answers?	<p>During the survey, you will be asked if you want your school counselor to see your answers to the questions about your future plans, careers and preparing for college. If you say yes, it will help your counselor provide you with better information to help you be a better learner at school.</p> <p>IF YOUR SCHOOL GIVES THE STUDENT ASSISTANCE OR PERCEPTIONS OF THE SCHOOL COUNSELOR QUESTIONS, ADD THE FOLLOWING:</p> <p style="padding-left: 40px;">If you say yes, only your answers about your future plans, careers and preparing for college will be shared. Your answers to the questions about the things that might be interfering with your learning, like bullying, will never be shared with anyone. Your answers to the questions about your school counselor will never be shared with anyone.</p> <p>If you don't want anyone to see your answers, just say no to the question that asks you if you want to share your answers with your school counselor.</p>
2	Why are some of the questions in the middle of the survey about my gender and ethnicity the same as questions in the beginning?	<p>This survey is actually two back-to-back surveys to maintain confidentiality. Each survey includes questions about your demographics.</p> <p>-----</p> <p>ADDITIONAL INFORMATION: To maintain confidentiality for the 1) Student Assistance and 2) Perceptions of the Counselor questions, the Redesigning School Counseling survey is actually two back-to-back surveys that appear to be one survey. For confidentiality purposes, the surveys are not associated with each other in any way.</p> <p>The first survey includes questions about Plans & Choices and Guidance Needs. To enable counselors to follow up with students who request additional information during the survey, the first survey asks students for their <i>student name and contact information</i> in addition to their demographic information.</p> <p>The second survey includes questions about Student Assistance Needs and Student Perception of their Counselor. Since the responses to these questions are absolutely confidential, the second survey does not ask students for their name and contact information. However, the second survey does ask students for their demographic information so their responses can be aggregated by student group.</p>