



SPECIAL EDUCATION GUIDANCE

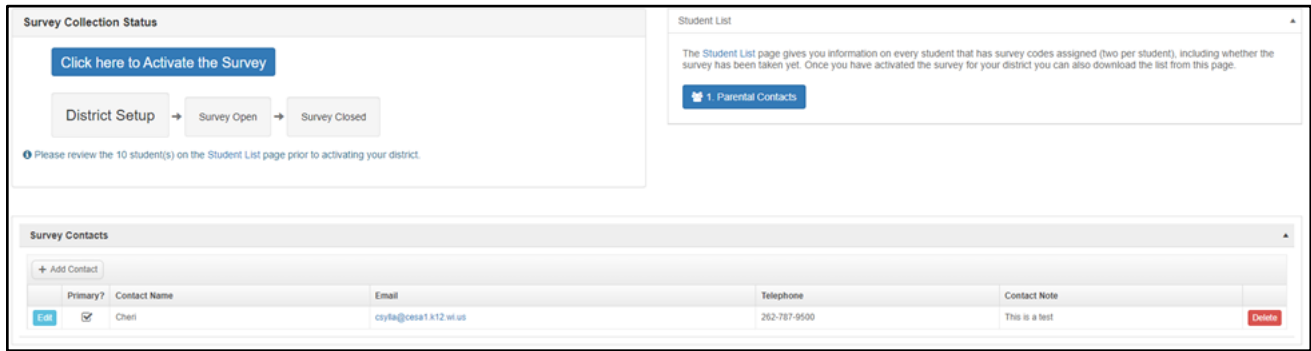
Indicator 8 Survey Application Step by Step Directions

Log into the Special Education Web Portal to enter the Indicator 8 Survey Manager Web Portal.

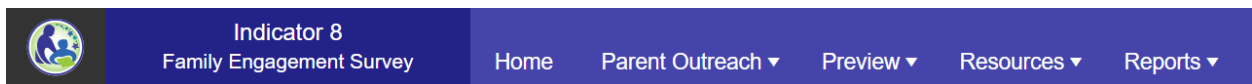
Before Activating the Indicator 8 Survey:

When logging into the Indicator 8 Family Engagement Survey Application for the **FIRST TIME**, please be sure to do the following:

- 1) Enter at least one **Primary Contact** into the application. Once all Contacts have been entered, and one contact has been noted as a “primary”, exit the application and then re-enter the application. Doing so will update the Primary Contact information in the application and your district contacts should all appear.
- 2) Review your Student List page before activating the Indicator 8 Survey for your district. The **Student List** page gives you information on every student that has survey codes assigned (two per student), including whether the survey has been taken yet. Once you have activated the survey for your district you can also download the list from this page.
 - a) Click on the hyperlinked “Student List”. Review the list to be sure that it is accurate.
 - b) Should you need to exclude a student, click on the red **Exclude** button on the far right. This is the time to exclude a student.
 - c) Students may be added at this time too. Simply enter the student’s WISEid number.
 - d) Once the list is reviewed exit the page. Click on **Activate the Survey**.



Each page of the Indicator 8 survey application looks like this:
There is a toolbar at the top of the page.

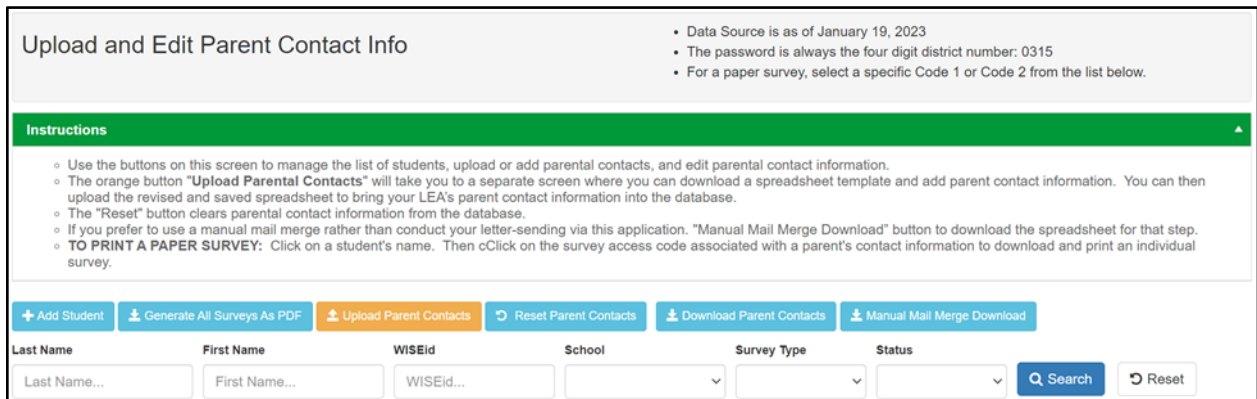


When clicked, the **Parent Outreach** tab has 3 dropdown choices:

1. Parental Contacts
2. Letter Manager
3. Send Letters

Step 1: Parental Contacts

On the top toolbar, click on the **Parent Outreach** dropdown and select **1. Parental Contacts**. The page will look as displayed:



Instructions:

- Use the buttons on this screen to manage the list of students, upload or add parental contacts, and edit parental contact information. You can also generate PDFs and print paper surveys for parents to complete.

- The ORANGE button "**Upload Parental Contacts**" will take you to a separate screen where you can download a spreadsheet template and add parent contact information. You can then upload the revised spreadsheet to bring your LEA's parent contact information into the database.
- The "Reset" button clears parental contact information from the database.
- If you prefer to use a manual mail merge rather than conduct your letter sending via this application, you can use the "Manual Mail Merge Download" button to download the spreadsheet for that step. **School districts who choose this option need to seek technical assistance from their school district staff. DPI does not provide technical assistance for the manual mail merge.**

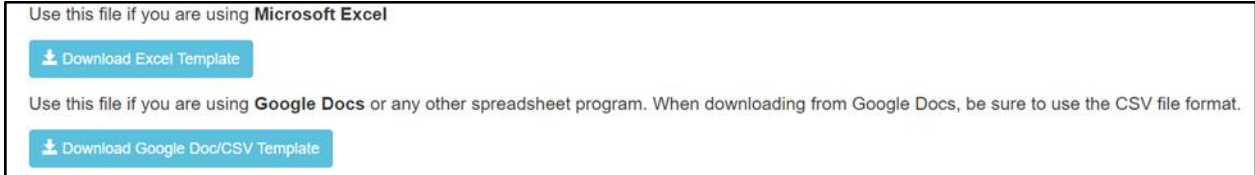
Rows will be highlighted pink when there is no parental contact information associated with that "student".

To enter parent contact information, click on the ORANGE button that says **Upload Parental Contacts**.



Scroll down to the first button, **Download Template File**.

Choose to download an Excel Template or a Google Doc/CSV Template.



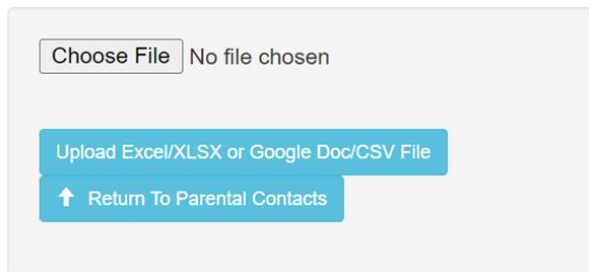
There are only 3 required columns:

- Student WISE ID
- Parent First Name
- Parent Last Name

When you open the spreadsheet, it will be empty but has headers across the top that you can enter information into. (example below): Each header field lists the valid codes that can be used.

Student WISEId	Type 1=Primary 2=Secondary	Contact Last Name	Contact First Name	Language (eng=English es=Spanish)	Contact E-mail	Contact Address Line 1	Contact Address Line 2	Contact City	Contact State	Contact Zip Code
0061000001	1	Zebra	Arrow	eng	test@dpi.wi.gov	121 Grant Steet		Anytown	WI	54000
0061000010	2	Zebra	Barb	eng	test@dpi.wi.gov	121 Grant Street		Anytown	WI	54000
0061000002	1	yak	Cindy	eng	test@dpi.wi.gov	500 3rd Street		Anytown	WI	54000
0061000002	2	yak	Robert	eng	test@dpi.wi.gov	658 E. Ridgeway Blvd		Anytown	WI	54000

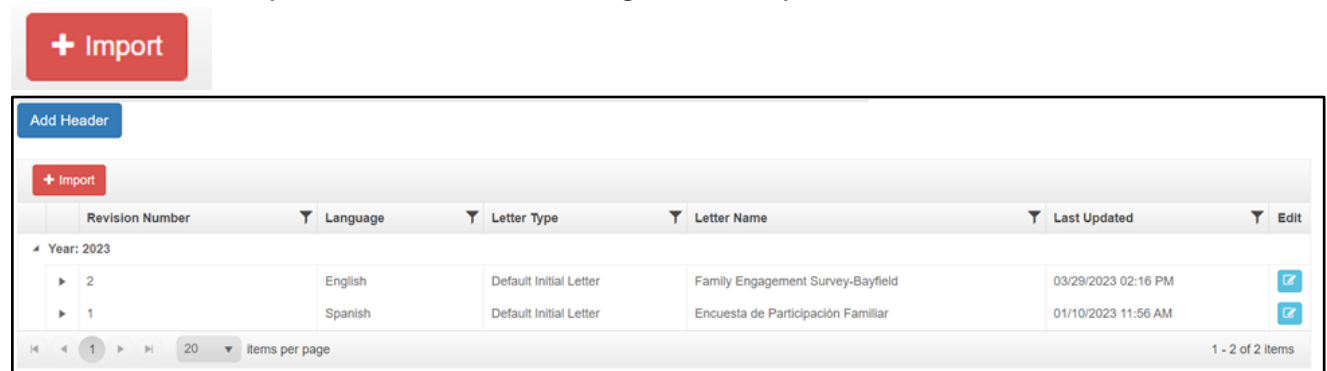
- When all student contact information is entered, save the file somewhere on your computer where you can find it.
- Upload your Excel/XLSX or Google Doc/CSV file



Click **Return to Parental Contacts**.

Step 2: Letter Manager

On the top toolbar, click on **Parent Outreach** and select **2. Letter Manager**. Scroll down and click on the **Import** button. This will bring in the template that DPI has created.



Header:

- There is a Wisconsin Department of Public Instruction header at the top of each parent letter. You may upload your district's header or logo to replace the DPI logo.

Instructions:

- The Letter Manager page allows districts to customize the letter that is sent to each parent explaining the family engagement survey. Use the **"Import"** button to access DPI template letter in your **Letter Manager**. Once the letters appear in the table, you can use the **Edit** button to open the letter, change the letter's name (this name will be the subject of emails you send), and edit some of the text in the letter.
- Customize your letters by adding the director's name at the end of the letter.

- **Note:** You will not be able to edit the data parameters in the letter, which are fields identified by {brackets} and the application requires to 'feed' data into the letter such as each parent's unique password to take the family engagement survey.

The screenshot shows a configuration form for a letter. The fields are:

- Letter Name:** Initial Invitation to Family Survey - English
- Letter Type:** Default Initial Letter
- Language:** English
- Letter Content:** A rich text editor with a toolbar (Bold, Italic, Underline, abc, alignment, list, link, unlink, grid, code) and a text area containing the following text:


```
To the Parent of {studentFirstName} {studentLastName}
Dear {contactFirstName} {contactLastName}

The «{districtName} is working with the U.S. Office of Education and
the Wisconsin Department of Public Instruction to ask parents about
how schools develop partnerships with parents whose children receive
special education services through an Individualized Education
Program (IEP). In order to be counted as a response, more than 50
percent of the survey questions must be answered (12 questions).
```

At the bottom right, there are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon).

The Letter Name will be the name that is put into the Subject line if/when you email the survey to the parents. (example)

The screenshot shows a single text input field labeled "Letter Name" containing the text: "Invitation to Family Survey for the Clinton School Distri".

It is recommended that you save the Letter Name as "Invitation to Survey for the School District of _____" (a 60-character title) so it is recognized by families. Let school staff know to message this to families, and for families to look for the survey with this name.

Step 3: Send Letters

On the top toolbar, click on **Parent Outreach** and select **3. Send Letters**. This page brings the contacts and the letter together. There are four activities that you can do from this page: Manage Contact Lists, Assign Letters, Email Logs, and Generate PDFs.

Click on the "**Manage Contact Lists** to create parent lists.

- Then click on Add Contact List. Use the drop-down filters to create one or more lists.

- Once filters are selected, click on SEARCH. Names will appear in the left-hand column.
- Use the arrows to move names to the right “Selected” column.
- Then give your contact list a name and click on Save Contact List.

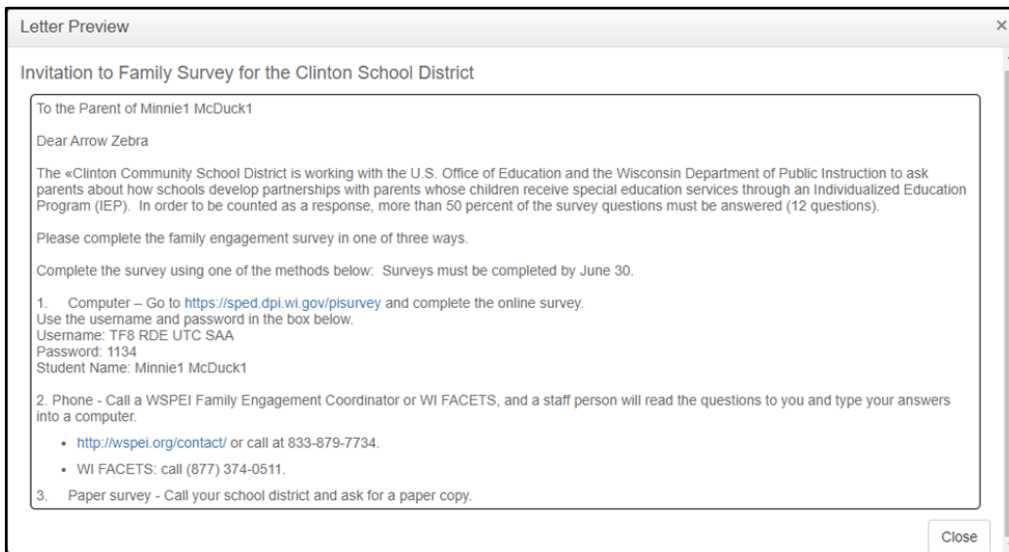
You may want to make a list for English-speaking families and one for Spanish-speaking families. You may also want to make separate lists for other groups too.

Next, click on **Assign Letters**. This is where you will assign and send letters to families.

- First, Select the email filter.
- Then use the "Select letter name..." drop-down feature to pick one of your letters.
- Next, Select a contact list.
- Then click on Generate Email List.

You will then see rows in the table showing you all of the contacts to which you have assigned a letter. You may preview any of the letters by clicking on the preview button to the right.

You may preview the letter before you send it. It will include a unique username and password. (Example)



All parent survey letters will include a WI DPI Family Engagement Survey header unless the district uploads its own.



Click "Send Emails" and the application will begin to print each contact that receives an email as well as any contacts without an email. If you wish, you may export the email list into a spreadsheet. Return to the Send Letters page.

LEAs can now track when emails were sent to a family by clicking on **Email Logs**. You can export the list into an Excel spreadsheet too.

If printing the parent survey letters, click the **Generate PDFs** button.

- Click on "Filter to contacts without an email address".
- Then Select a letter name and a contact list.
- Next, select Generate the PDF List. All parent contacts without an email address will appear in the table.
- Place a check in the box to the left of each name that you wish to generate a letter for OR check the top box (Left of the word "Include") to select all families listed.
- Click on Generate PDFs. All PDFs will download into a zip file.
- Select a letter to download, print, and mail to the parent.

Remember to include a self-addressed, stamped envelope. You can pre-address it to the DPI address:

WI Department of Public Instruction
Attention: Special Education Team - Parent Survey
P.O. Box 7841
Madison, WI 53707-7841

Save the PDF letter, naming it after the recipient's name.

Questions: Please contact: Cheri Sylla, WSPEI Statewide Coaching and Indicator 8 Coordinator at csylla@cesa1.k12.wi.us or 262-787-9500. Ext. 9565.



Wisconsin Department of Public Instruction
Division of Learning Support, Special Education Team
125 S. Webster Street, P.O. Box 7841
Madison, WI 53707-7841
(608) 266-7475
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