

Gallup Student Poll Manual

Fall 2011

GALLUP® Student Poll



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Dear Educators, Administrators, Policy Makers, and Community Advocates,

Thank you for partnering with us in the administration of the Gallup Student Poll. The conversation about the future of American youth starts with a shared understanding of what is right with our students, rather than what is wrong. By discovering what is right, we give students the opportunity to figure out what they do best, increase their hope for the future, build their engagement with learning and school, and boost their overall wellbeing.

After extensive research, the inaugural Gallup Student Poll was launched in March 2009. Gallup measured the hope, engagement, and wellbeing of more than 70,000 students who shared what they think about their lives at home, in school, and in their communities. In October 2009, Gallup surveyed nearly a quarter million students. To date, there have been over 700,000 total completes of the Gallup Student Poll.

Hope, the ideas and energy we have for the future, drives school attendance, credits earned, and GPA in high school students. Hope is also a predictor of GPA and retention in college students and a more robust predictor of college success than high school GPA, SAT, and ACT scores. Engagement, the involvement in and enthusiasm for school, distinguishes between high performing and low performing schools. Wellbeing, how we think about and experience our lives, tells us how students are doing today and anticipates their future success. High school freshmen with high wellbeing earn more credits with a higher GPA than peers with low wellbeing.

Armed with information about these three key factors, we can mobilize our communities to affect these variables. While schools will own the polling, families, community organizations, and businesses will join schools in owning the solutions.

Again, thank you for partnering with us in our mission to see that all students receive an effective education, find a good job, and live hopeful, healthy lives.

Sincerely,

Gallup, Inc.

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Section One: Mission and Overview

The Gallup Student Poll is a brief measure of hope, engagement, and wellbeing. The poll taps into the hearts and minds of America's students to determine what drives wellbeing and achievement. Distribution of and discussion about the Gallup Student Poll data will help create a more hopeful story about America's youth and education, and will engage parents, teachers, and community leaders in social entrepreneurship.

During a designated month of each school year, the Gallup Student Poll (GSP) will go live via a secure website. Students in **grades 5 through 12** will complete the survey on a personal computer in a school classroom or computer lab. Completion of the GSP items (core 20 items, demographic items, and in some cases, a randomly assigned index) will take students approximately **10 minutes**. School districts must resolve consent/assent issues prior to the polling week.

All data will be stored, aggregated, and analyzed (typically at the school and district levels) by Gallup software and professionals. **Gallup will share the results with schools and districts via an online scorecard** on a designated national reporting day.

You may use this manual to help communicate with your schools and communities about how to administer the Gallup Student Poll, how to interpret your results, and how to implement solutions based on the results. This manual provides information about the importance and value of measuring student hope, engagement, and wellbeing and provides answers to frequently asked questions about registration, administration, and making a strategic impact.

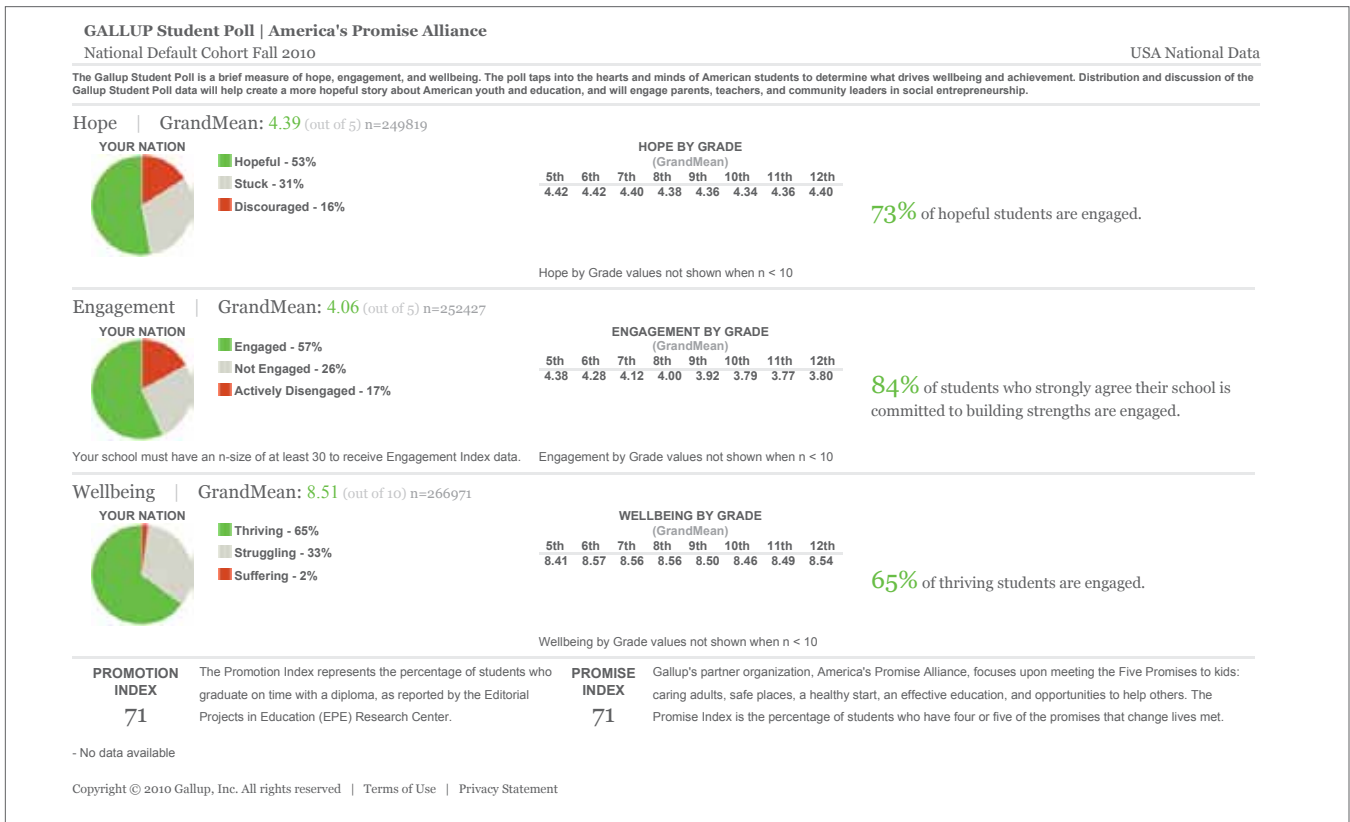
Administering the Gallup Student Poll

Gallup will measure the hope, engagement, and wellbeing of students by an entirely Web-based survey administered in America's schools. District and school administrators will register an account through the Gallup Student Poll website by providing the school's National District ID or National School ID numbers, as well as general school information. The survey can be accessed during live polling days through the Gallup Student Poll website immediately after the account has been registered and a field period is selected.

Measuring Hope, Engagement, and Wellbeing

The conversation about the future of American youth starts with a shared understanding of what is right with our students, rather than what is wrong. Through a review of social science and educational research, Gallup researchers chose three variables (hope, engagement, and wellbeing) as the target of the Gallup Student Poll because they met the following four criteria: (1) they can be reliably measured, (2) they have a meaningful relationship with or impact on educational outcomes, (3) they are malleable and can be enhanced through deliberate action, (4) they are not measured directly by another large-scale survey or testing program, and (5) they are not associated with a student's FARM status or parent's household income.

In early February 2009, Gallup and America's Promise Alliance invited more than 100 school districts to participate in the March 2009 Gallup Student Poll. For the March polling, 335 schools representing 59 districts received scorecards. A total of 70,078 students in grades 5 through 12, from 18 states and the District of Columbia responded to the inaugural poll. There have been over 700,000 completes of the Gallup Student Poll to date — spring 2009, fall 2009, spring 2010, and fall 2010.



Note: Above is a report from the convenience sample population (n=266,971) from the October 2010 Gallup Student Poll. (This data does is not generated from a representative sample of the U.S. student population.)

The Results

Following are some results from the convenience sample population (n=266,971) from the October 2010 Gallup Student Poll. (This data is not generated from a representative sample of the U.S. student population. Go to www.gallupstudentpoll.com to access the report titled: *Youth Readiness for the Future: A Report on Findings from a Representative Gallup Student Poll Sample* to see results and data from a representative poll conducted in the summer of 2010.) About half of the students who responded in the October 2010 poll are hopeful, possessing high hope for the future. Hope — the ideas and energy we have for the future — varies little across grade levels. Most students report “I know I will graduate” and are much more likely to be hopeful about finishing school if they are close to their parents/guardians.

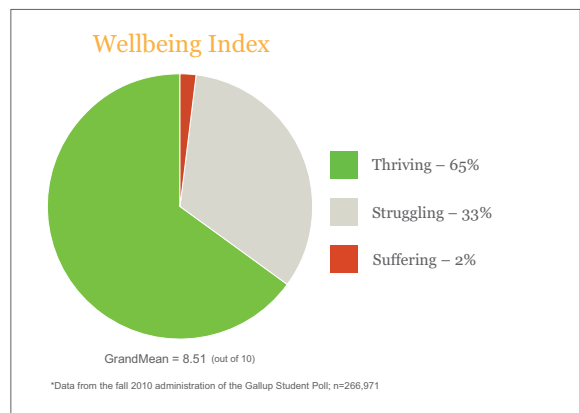
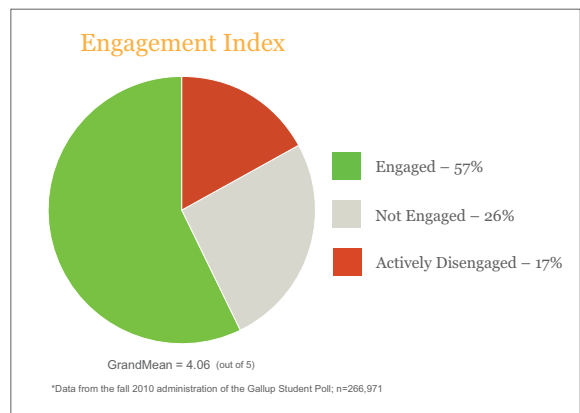
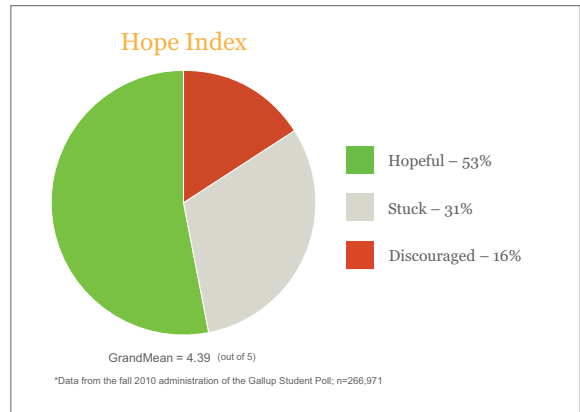
Student engagement — the involvement in and enthusiasm for school — peaks during elementary school, decreases through middle school to ninth grade, and plateaus in high school, seemingly after the most actively disengaged students drop out of school. A downward trend in “My teacher makes me feel my schoolwork is important” accounts for much of the engagement decline across the grade levels.

The news is good and bad for wellbeing — how we think about and experience our lives. The good news is that about two out of three responding students are thriving, but conversely, nearly 40% of students are either struggling or suffering. Both percentages are higher than those reported by adults during the same time period. Wellbeing varies little across grade levels.

Overall, about one-quarter of responding students are thriving, engaged, and hopeful.

The addition of Gallup Student Poll results (which predict the achievement and behavioral indexes often cited as markers of student and school success) to a broader K-16 data bank would make for a more robust system for tracking individual student performance. Teacher use of these data will help educators develop more individualized, strategic efforts to motivate student learning. In addition, the data and associated Gallup Student Poll strategies (community solutions, education, and consulting services) can help schools and communities determine effective interventions to help students succeed.

Gallup is committed to measuring hope, engagement, and wellbeing in schools/districts nationwide and facilitating strategic solutions to improve these metrics.



Section Two: Communication Guide

Gallup recommends the following communication approach throughout the Gallup Student Poll survey process. You may use the following information as a guide to help you communicate the poll process effectively. Carefully consider the constituents in your school, district, and community who need to hear about your district's participation in the Gallup Student Poll.

Encouraging School Participation

The Gallup Student Poll is designed to be a **census-style survey** of your district's students in grades 5 through 12. Please forward information to each school in your district about the survey and the administration process well in advance of the field period so school leaders may begin scheduling computer lab times and assigning administrative responsibilities to appropriate staff. High response rates will lead to survey results that are actionable.

Communication Plan

Gallup recommends developing a communication plan for your schools. To maximize participation, be certain that each school principal and/or assistant principal is exposed to information about the Gallup Student Poll, what it measures, and what actions are planned to affect the data. Communication prior to, during, and following the school's field period are recommended.

Prior to the field period, it is important to communicate survey dates, the survey methodology (Web), the confidentiality of the results, the importance of the core 20 items, and the expected actions and outcomes following the survey.

Gallup recommends contacting the school project leader during the school's field period to encourage continued participation and polling of all eligible students in grades 5 through 12. Also during the survey field period, remind schools of how many days are remaining in their field period. Provide the suggested Administrator Script for staff members responsible for administering the poll to students.*

Following the survey, send a communication expressing the district's thanks for each school's participation. Share each school's final participation rates with principals. School principals should thank students for sharing their important thoughts about their lives at home, at school, and in their community. Use existing vehicles for communication, such as a school website, newsletter, intranet, or newspaper. Provide simple, fun incentives for participation in the survey, such as a pizza party for the school with the highest participation rate relative to the school's enrollment.

***You may copy and distribute the Administrator Script located in Appendix 2 of this manual.**

It is important for the superintendent to provide executive-level support for the administration of the poll. Effective communication from the superintendent to principals and/or teachers will accomplish the following objectives:

1. Introduce Gallup and its commitment to confidentiality.
2. Address the purpose of the survey.
3. Summarize the survey process.
4. Communicate district-wide goals for improving student hope, engagement, and wellbeing.
5. Following the survey, communicate a summary of the data and results.

The following is a suggested communication plan for the Gallup Student Poll.

Communication Timeline

Immediately

- Register a personal account for your district (or for your school, if your entire district is not participating) at www.gallupstudentpoll.com.
- Invite new users through your account on the Gallup Student Poll website by logging into your personal account and clicking on **manage schools and users**.
- Communicate with potential Admin. Users (i.e., principals, assistant principals, curriculum directors, or others whom you would like to have access to the website) prior to sending the auto-generated e-mail invitation to register an account.
- Forward a PDF of this manual to the Admin. Users you invite to register an account at the school or district level.

Six Weeks Prior

- The superintendent should e-mail principals and other administrators about the district's upcoming participation in the Gallup Student Poll.
- Begin publicizing the Gallup Student Poll survey in school and district communications.

Four Weeks Prior

- The district project leader should forward technical requirements to project leaders at each school. (You may reproduce and forward the FAQ document in Appendix 5 of this manual.)

Three Weeks Prior

- Principals should communicate the survey process and schedule with all staff affected by polling.

Two Weeks Prior

- Principals should send communication home to parents explaining the Gallup Student Poll, the purpose of the survey, and how results will be shared with the community. (You may reproduce the sample letters in Appendix 6 of this manual.)

One Week Prior to Launch Date

- Teachers should communicate with students about the upcoming Gallup Student Poll survey and allow an opportunity to ask questions.

Post-Polling Communication Timeline

Immediately

- District project leaders should send an e-mail thanking school project leaders and survey administrators for their assistance in polling students.
- Principals should thank students for sharing their thoughts about their lives at home, in school, and in the community.

Two to Six Weeks After

- Once you have received your district/school scorecard, consider the people you wish to share the data with immediately.
- Consider hosting a town hall meeting to share the data and the results with teachers, parents, and community leaders to facilitate conversations about how to use the data and improve hope, engagement, and wellbeing.
- Superintendents or principals should communicate with parents and community leaders about what steps you will take to invite community members to partner with your school(s) to improve student hope, engagement, and wellbeing.
- Choose particularly relevant community solutions from your school/district scorecard and share these suggestions with parents, caregivers, staff, and educators.

Beginning in 2011, Gallup will provide guidance and suggestions for publicly communicating the district's Gallup Student Poll results. Documents will be added to the Library at www.gallupstudentpoll.com. Gallup will also e-mail important data communication insights and documentation to school and district account users.

Please see Appendix 6 for sample communications to principals/teachers, parents, and students. You may reproduce these documents for use within your school or district.

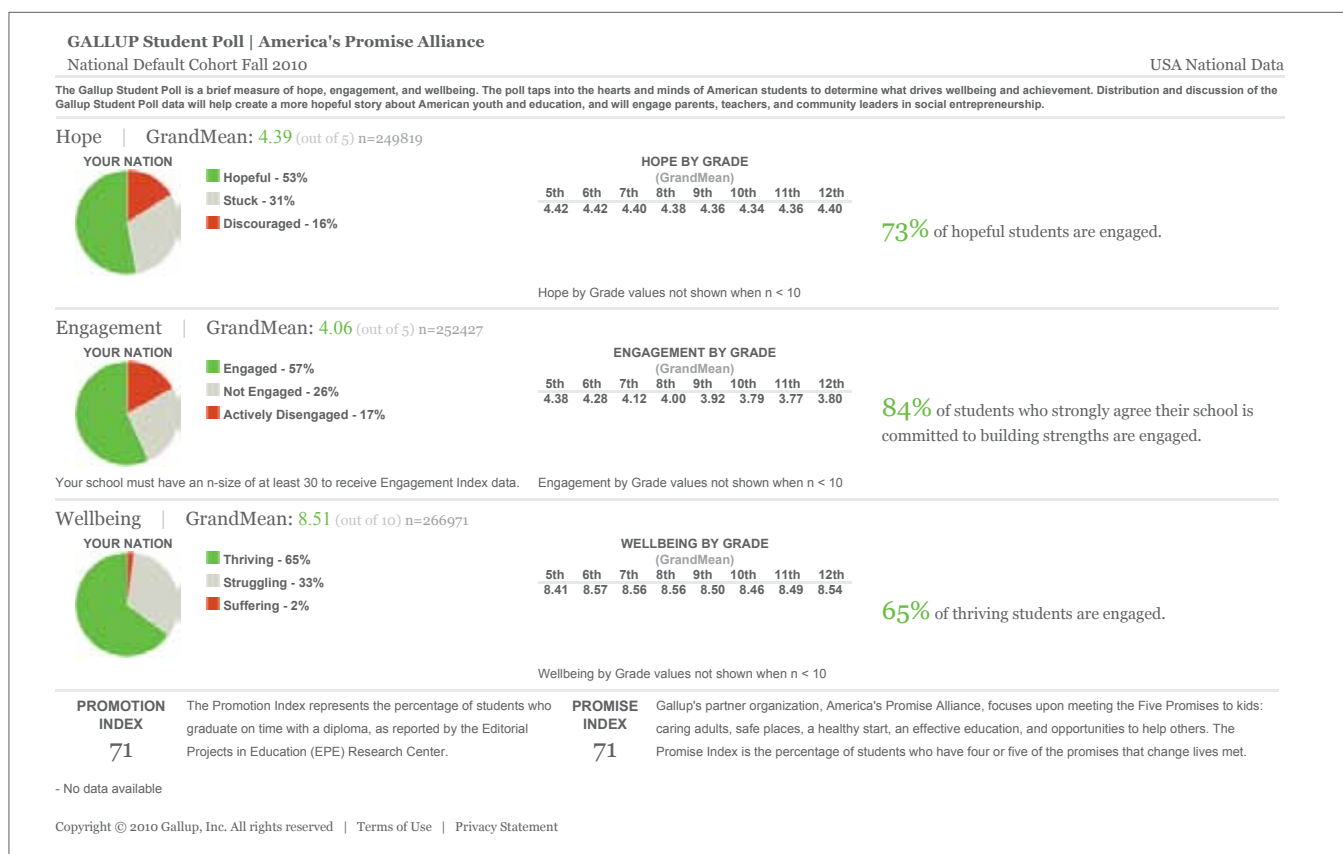
Section Three: Understanding the Gallup Student Poll Data and Scorecard

The Gallup Student Poll will track the hope, engagement, and wellbeing of students across the United States. Through a Web-based survey administered in America's schools, cities and school districts are gathering sound, actionable data that can explain and address the dropout crisis.

The youth voice is a critical yet missing part of the national dialogue about the dropout crisis, and the Gallup Student Poll gives America's students a voice to convey their daily experiences and aspirations for the future. Research has shown that hope, engagement, and wellbeing are positioned as actionable targets and indicators of success, with links to grades, achievement scores, retention, and future employment. Poll data facilitates new family, school, and community conversations and solutions that lead to community engagement and school and student success.

Measuring the Hope, Engagement, and Wellbeing of America's Students

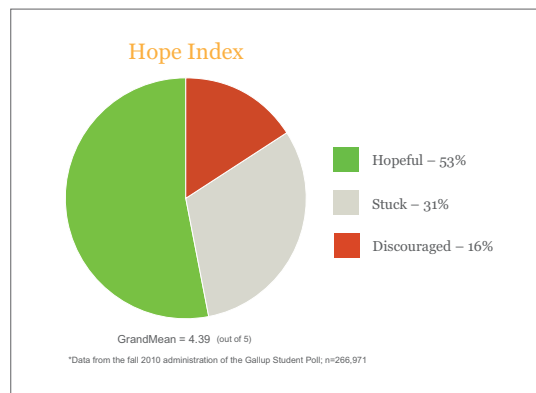
All participating districts and schools receive a scorecard reporting their students' level of hope, engagement, and wellbeing.



Note: Scorecard subject to change in subsequent administrations.

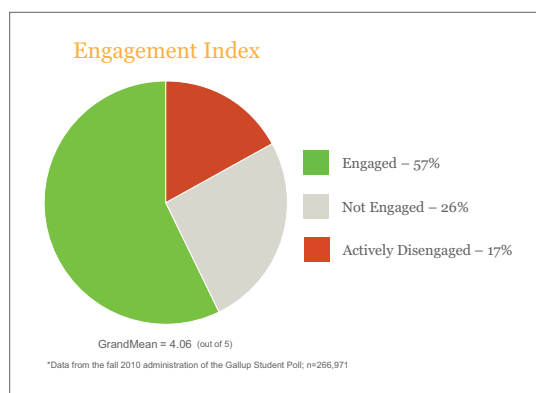
Hope

Data from past administrations show about half of students are hopeful, and about half are stuck or discouraged. Stuck or discouraged students lack the ideas and energy they need to navigate problems and reach goals. The Hope Index on the scorecard is reported in a pie chart that shows the percentage of students in the district or school who are hopeful, stuck, or discouraged. The pie chart is color coded: green denotes hopeful; gray denotes stuck; and red denotes discouraged. Hopeful students possess numerous ideas and abundant energy for the future. The Hope Index is calculated from items 2-7 of the survey.¹ The overall GrandMean (out of five) for these six items is reported in the top bar of the scorecard.² The grade-level means are reported in an adjacent chart. Data will only be reported for those grades in which there was a sufficient sample size. (A minimum of 10 students must respond to the survey in each grade in order for data to be reported for that grade. Likewise, 10 students in the school or district must respond in order to report the Hope Index in the pie chart.)³



Engagement

Over half of students surveyed are engaged; they are highly involved with and enthusiastic about school. The remaining students are either going through the motions at school or actively undermining the teaching and learning process. Student engagement peaks during elementary school, decreases through middle school and 10th grade, and plateaus through the rest of high school — seemingly after some of the most actively disengaged students drop out of school. This downward trend suggests that we may be losing the hearts and minds of some students in middle school, with involvement in and enthusiasm for school declining from 5th through 10th grade.



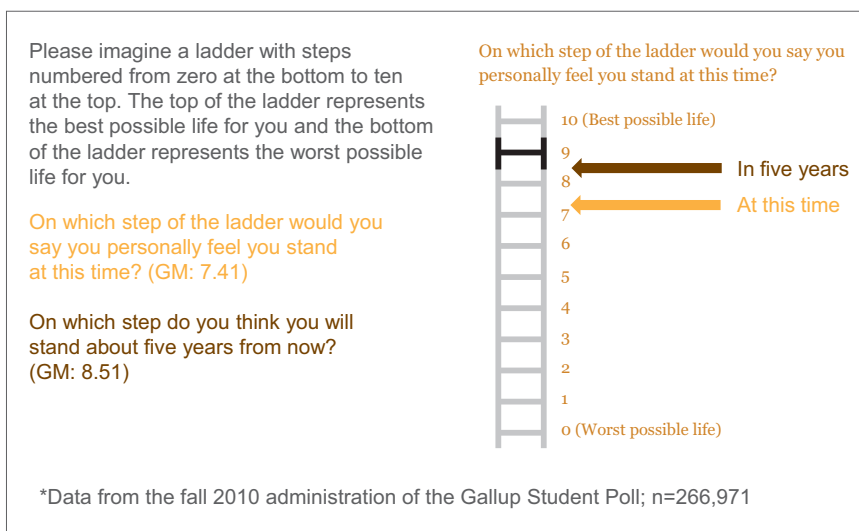
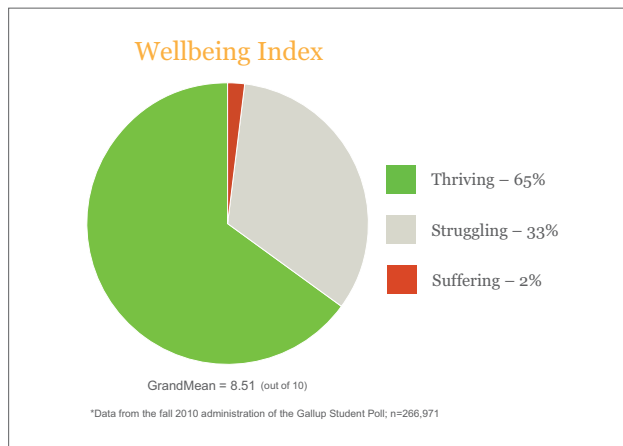
Items 8, 9, 10, 11, and 12 are used to calculate the Engagement Index.⁴ Unlike the Hope and Wellbeing Indexes, to calculate the Engagement Index, at least 30 valid student responses are required to report the percentage of engaged students. At least 100 valid student responses are required to report the percentage of engaged, not engaged, and actively disengaged students. The overall GrandMean (out of five) is reported for these five items in the second tier of the overall scorecard.⁵

- 1 Please see Appendix 1: Gallup Student Poll Core 20 Items for their order of appearance in the assessment.
- 2 The six items comprising the Hope Index are on a five-point Likert scale where 1 means “strongly disagree” and 5 means “strongly agree.”
- 3 Data collected that are part of an insufficient sample size per grade will be suppressed at all reporting levels.
- 4 The five items comprising the Engagement Index are on a five-point Likert scale where 1 means “strongly disagree” and 5 means “strongly agree.”
- 5 Gallup’s engagement research is robust and spans several industries, including education, healthcare, and enterprise. Engagement mean breaks are proprietary and are therefore not reported on the scorecard.

Wellbeing

The Gallup Student Poll measures evaluative and experienced wellbeing. Evaluative wellbeing is measured by the ladder items in the survey. About two-thirds of students are thriving; they think about their present and future life in positive terms, and they tend to be in good health and have strong social support. About one-third of students are struggling or suffering.

Experienced wellbeing is measured by the Positive Yesterday Index: items 15-18. Items 19-20 measure physical and social wellbeing components, respectively. The Wellbeing Index is also reported in a pie chart, which shows the percentage of students who are thriving, struggling, and suffering. The pie chart is also color coded by wellbeing categories: green denotes the percentage of thriving students; gray denotes the percentage of struggling students; and red denotes the percentage of suffering students. The Wellbeing Index is calculated using student responses to both ladder question items. The overall GrandMean for wellbeing is reported (out of 10) in the third tier of the scorecard.⁶ Grade-level GrandMeans are reported for wellbeing (for those grades with at least 10 respondents).



6 The two ladder items make up the Cantril Self-Anchoring Striving Scale. The wellbeing GrandMean is calculated from the second ladder item: On which step of the ladder do you think you will stand about five years from now? The ladder is numbered from 0 (worst possible life) to 10 (best possible life).

Accessing the Scorecard

The Gallup Student Poll results are reported within a few weeks following the close of the final field period. The Admin. User for the school or district will receive an e-mail from Gallup indicating the scorecard is available online. District Admin. Users may view an individual school's data, as well as the overall data for the district.

The Admin. User is responsible for forwarding data to other key stakeholders in the community, school, or district. When viewing the scorecard online, text boxes pop up with definitions when the cursor rolls over data points and terms. The scorecards can be downloaded in PDF format. Also included with the data sheet are first-line solutions for parents, caregivers, and schools to begin improving the hope, engagement, and wellbeing of students. These pages also include a glossary of terms.

To access the scorecard, Admin. Users must:

1. Navigate to www.gallupstudentpoll.com.
2. Click **Sign In** and enter your login information.
3. Click **Access Reports**.

Section Four: Administering the Gallup Student Poll

Who Should Participate?

The Gallup Student Poll is administered at no cost to public schools and districts once in the fall of each school year. The survey goes live via a secure website, accessible only by registered school- and district-level users. The survey is designed for students in **grades 5 through 12**. It is a census-style survey, meaning every student in your district or school in those particular grades should have the opportunity to participate. This provides an accurate picture of the level of hope, engagement, and wellbeing of the student population.

Some schools may have difficulty capturing the total student population in grades 5 through 12 during the chosen field period. While Gallup recommends polling all eligible students, in the event that not all students can participate, avoid polling a small sample of students across all grade levels. Instead, choose a grade level or several grade levels to poll with the largest student participation possible, so that the school has complete data and information for one particular student population, which may be tracked and trended over time. While choosing students in lower grade levels may be beneficial in order to have long-term trending data throughout student tenure, it may also be advantageous to capture the level of student hope, engagement, and wellbeing of exiting seniors, so the district or school has a benchmark for future analysis.

The core 20 items included on the Gallup Student Poll have been chosen following much study and rigor relative to their particular relationship to key student outcomes. It takes an average of 8.5 minutes for a student to complete the survey.

Note: The survey site will time out and log off the user after four continuous hours of inactivity.

School Computer Setup

Below are the required steps to prepare your school's computers to administer the Gallup Student Poll to students. It is recommended that students take the survey in a computer lab environment where all computers can be logged in and ready for polling prior to student arrival. However, any school computer with access to the Internet can be used.


Survey administrators will need to create a personal account on their school's portal at the Gallup Student Poll website, and then follow these instructions:

- On each computer that will be used to administer the survey, navigate to the **Gallup Student Poll website** (www.gallupstudentpoll.com).
- Click **Sign In** and enter the username and password you created when you registered an account for your school.
- Select **access student poll**. You will only need to do this once per computer for each day of the survey. Click **submit**.
- If prompted, enable pop-ups. (See Appendix 5 for information about technical requirements.)
- The survey will pop up in a separate window. *Without logging out*, close the login window and maximize the survey window.
- Choose language and click **submit**. The survey will then be ready to begin.

After a student completes the survey, the survey window returns to the choose language page. The next student can then sit down at the computer and take the survey. Log out of the computer once polling is complete. The survey is available in English and Spanish.

[frequently asked questions](#) | [contact](#) | [login](#)

GALLUP[®] Student Poll



home	Client Information
school & districts	You are currently logged in.
colleges & universities	To change your username or password, click here .
parents	To logout, click here .
students	Billing Address
my account	Jane-Test5 Test
access student poll	1 Test Street
manage schools & users	Middleton WI 53562 US [Edit]
	Shipping Address
	[Add] a new Shipping Address.

To access the survey, School Users will login to their account and click **access student poll**.

Tips for Best Practice Polling

Think of creative ways to make the polling period interesting and fun for students and teachers. Communicate the polling dates, names, and contact information for project leaders, and the school polling schedule to teachers and staff. Provide communications about the purpose of the Gallup Student Poll and how the results will be used to affect strategic planning. (See Appendix 6: Sample Letters for communication templates you may use or edit.) Print and copy the Administrator Script (Appendix 2) prior to polling and distribute to teachers or staff who will be administering the poll. Below are some best practice tips for survey administrators:

- A teacher or survey administrator may help a student read a word.
- A teacher or survey administrator may define a word for the student, but the teacher should not attempt to interpret what the item means for the student. Provide Appendix 4: Gallup Student Poll Word Definitions to Gallup Student Poll administrators.
- If a student is unable to read the items, a survey administrator or teacher may read the items to the student.
- Provide as much privacy for the student during polling as possible.
- Students should remain quiet during the survey and should avoid talking about the items with students who have not yet taken the survey.
- Gallup recommends staggering polling across several days during the polling period to maximize system functionality.

Section Five: Registering Your School or District for the Gallup Student Poll

Gallup works with state departments of education, school districts, and individual schools to complete the registration process for the Gallup Student Poll. Gallup offers open Webinars that explain the logistics of registering an account at the Gallup Student Poll website. Please visit www.gallupstudentpoll.com to register for one of these free Webinars. (Please see Appendix 3: Webinar Series for more information.)

Gallup can work with state department of education officials to develop a plan for administering the Gallup Student Poll statewide. Please e-mail Gallup Client Support at studentpoll@gallup.com and request to work with a Gallup consultant if you are interested in providing the opportunity for all districts and schools in your state to participate in the Gallup Student Poll.

To complete the registration process for your school district, begin by appointing a Gallup Student Poll project leader or administrator who is familiar with the district's schools, personnel, and student populations. The project leader should attend the "Understanding for the Gallup Student Poll" Webinar to learn more information about this process.

While individual schools may register for the Gallup Student Poll, Gallup recommends polling all eligible students in grades 5 through 12 within the school district. Data are reported at the school and district levels.

Gallup Student Poll Admin. User

District Admin. User Roles and Responsibilities

General

The district level Gallup Student Poll Admin. User should have some process implementation skills. It is recommended that he/she also have a moderate level of skill navigating Web technology, as well as the ability to communicate with technology specialists about survey requirements. (See Appendix 5 for information about system requirements.)

Tasks Required

- Meet with Gallup consultants to understand the purpose and process of the Gallup Student Poll. (Gallup offers open Webinars that communicate key information about the assessment and how to implement it within a school and a district. These are accessible at the Gallup Student Poll website, or find more information in Appendix 3.)
- Communicate with school principals/school Admin. Users, providing information about the Gallup Student Poll purpose and process.
- Register a personal account at www.gallupstudentpoll.com for the district.
- Once registered, select **manage schools and users** to set survey availability for schools or allow schools to select their own field periods. (Students in grades 5 through 12 are eligible to participate.)
- Invite other district Admin. Users to register a personal account for the district. This is done through the district Admin. User's own personal account. Select **manage schools and users** and click the [+] radio button next to the district name. Select **invite new users**. Add the name and e-mail address of the district Admin. User then send the invitation.

Gallup Student Poll Admin. User (continued)

- Grant Primary Administrative User rights to those users who should be able to not only access the survey, but should also be able to invite other users, choose a field period, and access the scorecard once it is posted on the site.
- Direct other Admin. Users to the free Webinars available for registration at Gallup's website (Appendix 3).
- Direct school Admin. Users to Gallup's Client Support Team in the event there are technical questions that the district Admin. User is unable to answer. Technical support is provided by Gallup and is available via e-mail at **studentpoll@gallup.com**, or by phone at **866.346.4408**. Phone support is available **Monday through Thursday from 7:00 a.m. to 7:00 p.m. CST**, and **Friday from 7:00 a.m. to 5:00 p.m. CST**.
- Review the data and scorecard once posted to the site and forward the scorecard to the key school, district, and community stakeholders.
- Help facilitate dialogue among key stakeholders within the district and community about how to interpret and improve the results through strategic solutions/initiatives aimed at driving hope, engagement, and wellbeing.

Note: When inviting new school users, be sure you have expanded the record for the school rather than the district record.

School Admin. User Roles and Responsibilities

General

The school level Gallup Student Poll Admin. User should have moderate process implementation skills. It is recommended that the user also have a moderate level of skill navigating Web technology, as well as the ability to communicate with school technology specialists around survey requirements. (See Appendix 5 for information about system requirements.)

Tasks Required

- Meet with district Admin. User to understand the purpose and process of the Gallup Student Poll. (Gallup offers free Webinars that communicate key information about the assessment and how to implement it within a school and a district. These are accessible at the Gallup Student Poll website, or find more information in Appendix 3.)
- Communicate with staff and teachers, providing information about the Gallup Student Poll purpose and process.
- Register a personal account at **www.gallupstudentpoll.com** for the school.
- Once registered, select **manage schools and users** and select **set survey availability** to select a field period for the school, if not already preselected by the district Admin. User. (Students in grades 5 through 12 are eligible to participate.)

Gallup Student Poll Admin. User (continued)

- Send communications home to parents about the Gallup Student Poll purpose and process. Most districts determine parental consent is not necessary as Gallup has scrutinized the items to be certain they do not violate the Protection of Pupil Rights Amendment; however, school officials are responsible for securing consent if needed.
- Invite other school users to register an account for the school. This is done through the school user's own personal account. **(Other users are needed as each computer used for the survey must be logged into to access the survey. This typically takes 15 to 20 minutes and only needs to happen once per day in a computer lab or classroom setting. Inviting users requires entering the name and e-mail address of the potential Admin. User(s) at each school.)** Log in to your account. Select **manage school and users**. Select **invite new users**. Add the name and e-mail address of the school user then send an invitation.
- Grant Primary Administrative User rights to those users who should be able to not only access the survey but should also be able to invite other users, choose a field period, and access the scorecard once posted on the site.
- Direct other school Admin. Users to the free Webinars available for registration at Gallup's website (Appendix 3).
- Enter potential student population numbers by grade or by school when choosing and inviting schools to participate. Log in to your account. Select **manage schools and users**. Click the **statistics** tab for your school. Enter the number of students by grade or overall. (This step is optional, but if population numbers are provided, the district Admin. User can track participation rates through his or her personal account at the website during the field period.)
- Direct school survey administrators to Gallup's Client Support Team in the event there are technical questions that the Admin. User is unable to answer. Technical support is provided by Gallup and is available via e-mail at **studentpoll@gallup.com**, or by phone at **866.346.4408**. Phone support is available **Monday through Thursday from 7:00 a.m. to 7:00 p.m. CST**, and **Friday from 7:00 a.m. to 5:00 p.m. CST**.
- Review the school's data and scorecard and forward the scorecard to the key school, district, and community stakeholders.
- Help facilitate dialogue among key stakeholders within the school and community about how to interpret and improve the data through strategic solutions/initiatives aimed at driving hope, engagement, and wellbeing.

How to Register Your District

The following are instructions for registering your school district at the Gallup Student Poll website.

Note: The first person to register an account is automatically designated as the Primary Administrative User on the site for that school district. Primary Administrative Users have particular privileges on the website. Please read the “Account User Information” section for more information.

If you have previously registered an account at the Gallup Student Poll website for your district or school, it is not necessary to repeat this process for subsequent administrations of the Gallup Student Poll. Log in to your account with your username and password to choose fielding periods for the upcoming administration.



1. From an Internet browser, navigate to www.gallupstudentpoll.com.
2. On the home page, click **Resister Here**.
3. Select the option to register your district.
4. Read the Terms of Use and click **Accept** at the bottom of the page.
5. Type your National District ID in the available field, then click **Submit**. If you do not have this ID, see the “How to Obtain Your National District ID and National School ID” section for more information.
6. Enter your contact information in the available fields. Gallup will use this information to contact you if a critical problem arises. It will not be sold or shared with anyone.

Note: Fields marked with an asterisk (*) are required.

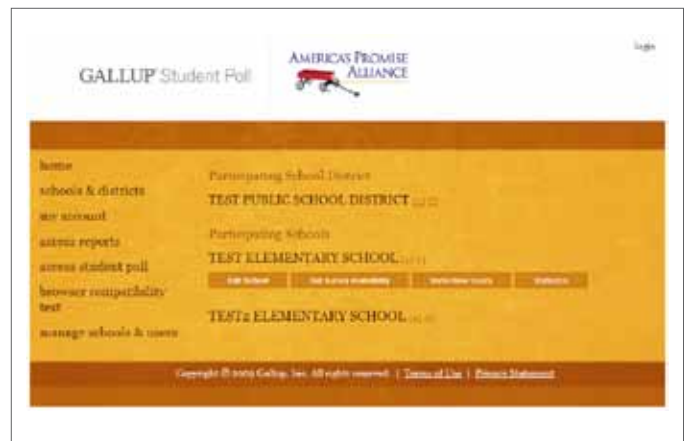
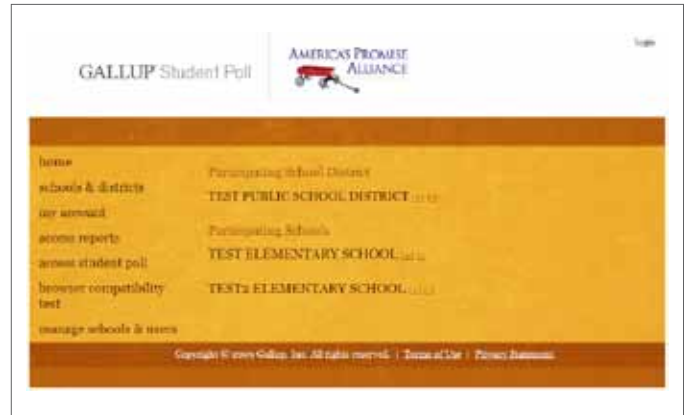
7. You must also create a username (e.g., your e-mail address) and password so that you can log in to the site in the future. When you have entered all the information, click **Submit**.

How to Register Your District (continued)

8. Click **my account** to refresh the page.
9. Select **manage schools and users**. Select the schools in your district that you want to have participate in the Gallup Student Poll.
10. For each school you select, select the [+] radio button to expand the record for the school.
11. Select **invite new users**.
12. Provide the name and e-mail address of the primary contact person for the school.

Note: Choose schools with eligible students in grades 5 through 12.

13. (Optional) If you selected any schools in Step 9 and provided information for the primary contact person, you can choose to have an e-mail automatically sent to him or her, inviting the individual to register an account so the school may participate in the Gallup Student Poll.



Note: Gallup recommends informing school Admin. Users that they will be receiving the auto-generated e-mail instructing them how to complete the account registration process. If you choose not to have an e-mail invitation sent at this time, you will need to later approve or deny the primary contact person of each school when that person registers his or her school on the website without using the link generated in the auto-generated e-mail. To register an account for the school directly on this website, the school user will need the National School ID. See the section titled “Now Obtain your National School ID.”

How to Register Your School

While entire school districts may not choose to participate in the Gallup Student Poll, individual schools are encouraged to register an account at the Gallup Student Poll website and participate in the survey.

Below are instructions for registering an account for your school at the Gallup Student Poll website.

1. From an Internet browser, navigate to www.gallupstudentpoll.com.
2. On the home page, click **Register Here**.
3. Select the option to register your school, then click **Submit**.
4. Read the Terms of Use and click **Accept** at the bottom of the page.
5. Type your National School ID in the available field, then click **Submit**. If you do not have this ID, see the “How to Obtain Your National District ID and National School ID” section for more information.
6. Enter your contact information in the available fields. Gallup will use this information to contact you if a critical problem arises. It will not be sold or shared with anyone.

Note: Fields marked with an asterisk (*) are required.

7. You must also create a username (e.g., your e-mail address) and password so that you can log in to the site in the future. When you have entered all the information, click **Submit**.
8. If the primary Admin. User for your school district has not yet registered on this site, you will need to provide his or her name and e-mail address. We will contact this person to approve your registration.
9. Click **Submit** to complete the registration process.
10. Click **my account** to refresh the page.
11. Click **manage schools and users**.
12. Click **invite new users** to invite others to register an account for your school. Two or three people should register an account to assist with logging in to computers to access the survey during the polling process.
13. Click **statistics** to enter the population of students in your school or within each grade. These population sizes will be utilized to calculate a participation rate during the polling period. This report is available to the Primary Administrative User throughout the field period chosen for that school.
14. Click **set survey availability** to choose a field period for your school.

Note: Only include eligible students in grades 5 through 12 when entering population sizes.

How to Obtain Your National District ID and National School ID

To complete the registration process for your district or school, you will need to obtain your National District or National School Identification Number. National District and School IDs are maintained by the National Center for Educational Statistics (NCES). Use the following procedure to navigate their website and locate your school's information:

1. From an Internet browser, navigate to <http://nces.ed.gov/ccd/schoolsearch>.
2. On the School Information page, enter information about your school in the available fields. Then click **Search**.

Note: You do not need to enter information in all fields. However, providing more information will yield more accurate search results.

ies NATIONAL CENTER FOR EDUCATION STATISTICS U.S. Department of Education Institute of Education Sciences

NewsFlash Staff Contact Site Index Help **KIDS ZONE** NCES GO

Publications & Products Surveys & Programs Data Tools Tables & Figures Fast Facts School, College, & Library Search Annual Reports What's New About Us

Search for Public Schools

CCD Common Core of Data

School Information [District Search](#) [New Schools](#) [Data Notes/Grant IDs](#) [Help](#)

School Name: **NCES School ID:**

Street Address: **City:** [\(Browse\)](#)

State: **Zip Code:** **Distance:** Miles from Zip

County of District: [\(Browse\)](#) **Phone #:** -

District Name: **NCES District ID:**

SEARCH TIP: Searches are conducted based on all information you enter. You do not need to enter information for all fields. More specificity yields fewer results.

After specifying your search criteria, click the Search button.

Search **Clear**

Additional Characteristics

School Description
 Regular Special Education Vocational Other/Alternative

Specific School Type
 All Charter School Magnet School

Grade-Span All PK KG 1 2 3 4 5 6 7 8 9 10 11 12

Includes Grade

Low Grade

High Grade

SEARCH TIP: Use the additional characteristics fields in conjunction with any of the School Information.

Additional Characteristics should not be used if you have already entered the name of a school.

Source: CCD Public school data 2006-2007 school year

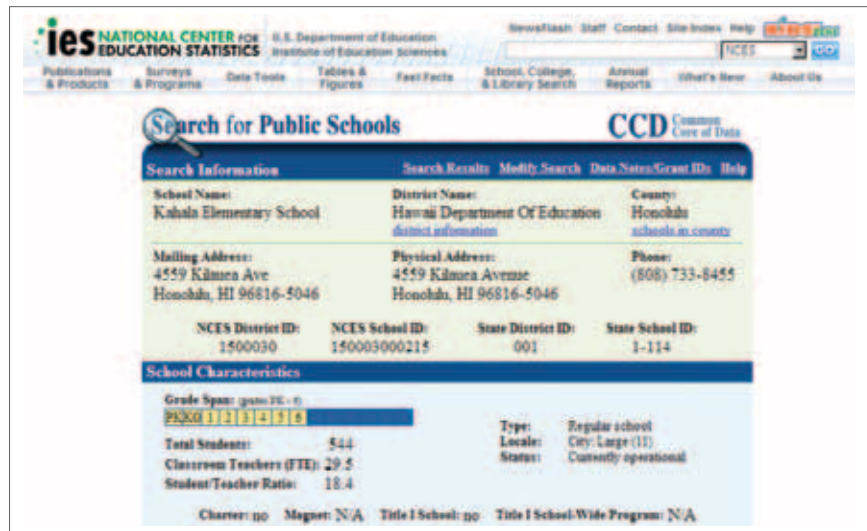
- The Search Results page displays any schools that meet your search criteria. Click the hyperlink for your school in the list of results.

Note: If your school is not listed in the search results, click **Modify Search** to make adjustments to your criteria and perform another search.



- On the Search Information page, the National District ID appears as the **NCES District ID** and the National School ID appears as the **NCES School ID**.

Note: It is very important that you do NOT use the State District ID or State School ID, which also appear on this page.



Search Information page, NCES District ID and NCES School ID

Returning Schools and Districts

Once you have registered an account for your district or school, you do not need to re-enter your personal contact information or recreate a username and password for each subsequent administration of the Gallup Student Poll. You only need to select a new field period. Log in to your account with your username and password, click **manage schools and users**, and select the school. Click the [+] button to expand the school's record and select the option to set survey availability. The field period may be selected by the Admin. User for each school, or the district Admin. User may permit each school to select its own field period.

Account User Information

The first person to register an account for a district or school at the Gallup Student Poll website is automatically designated in the system as a Primary Administrative User on the account. Primary Administrative Users have privileges that Lab Users do not have.

Primary Administrative Users may:

- choose survey administration dates for the schools;
- invite Lab Users to register an account for the district or school;
- grant Primary Administrative User privileges to Lab users;
- access the survey; and
- access the data and scorecard.

Note: It is the responsibility of the Primary Administrative User for the district or for the school to forward the data and the scorecard to administrators, the superintendent, and other key stakeholders within the district or school. Gallup will not provide scorecards or data to anyone on behalf of a district or school unless they have registered an account at the Gallup Student Poll website.

Lab Users may:

- access the survey.

Gallup recommends that Primary Administrative Users, particularly at the school level, invite Lab Users to register an account at the Gallup Student Poll website. It is necessary to log in to your Gallup Student Poll account to access the survey during polling time. To facilitate the process of logging in to computers within a laboratory or classroom setting, several people should have the ability to log in to make the computers ready. After you log in, click **access the survey**. You will only need to do this once per computer during polling days. The website will time out after four hours of inactivity.

Do not share your username and password. Instead, if you are a Primary Administrative User for your school, invite other Lab Users, so they may assist with accessing the survey during polling days. This will protect the integrity of your school's data collection process.

Note: If you have registered an account on the Gallup Student Poll website for your school previously, and will be moving to another school within your district where you will have continued responsibility for the Gallup Student Poll, please notify us. To do this, send an e-mail to Gallup Client Support at studentpoll@gallup.com. Please provide your full name, the school you are currently registered under, as well as the name of your new school. Gallup will transfer and activate your Gallup Student Poll account and assign Administrative User rights to your new school.

NOTES

Blank area for notes.



Appendix

Appendix 1: Gallup Student Poll Core 20 Items

Measuring the **Hope, Engagement, and Wellbeing** of America's Students

1. Please imagine a ladder with steps numbered from zero at the bottom to ten at the top. The top of the ladder represents the best possible life for you and the bottom of the ladder represents the worst possible life for you. On which step of the ladder would you say you personally feel you stand at this time?

On which step do you think you will stand about five years from now?

2. I know I will graduate from high school.
3. There is an adult in my life who cares about my future.
4. I can think of many ways to get good grades.
5. I energetically pursue my goals.
6. I can find lots of ways around any problem.
7. I know I will find a good job after I graduate.
8. I have a best friend at school.
9. I feel safe in this school.
10. My teachers make me feel my schoolwork is important.
11. At this school, I have the opportunity to do what I do best every day.
12. In the last seven days, I have received recognition or praise for doing good schoolwork.
13. My school is committed to building the strengths of each student.
14. In the last month, I volunteered my time to help others.

Please think about yesterday, from the morning until the end of the day. Think about where you were, what you were doing, who you were with, and how you felt as you respond to the next six items.

15. Were you treated with respect all day yesterday?
16. Did you smile or laugh a lot yesterday?
17. Did you learn or do something interesting yesterday?
18. Did you have enough energy to get things done yesterday?
19. Do you have health problems that keep you from doing things other people your age can do?
20. If you are in trouble, do you have family or friends you can count on whenever you need them?

Following the 20 core items are **demographic items** and in some cases, one randomly selected additional index. The Gallup Student Poll will be administered to students in grades 5 through 12 via a secure website at school. For more information, visit www.gallupstudentpoll.com.

*Gallup reserves the right to add or change these items. Items will not violate regulations set forth in The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) (<http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html>).

Medir la esperanza, el compromiso y el bienestar de los estudiantes de Estados Unidos.

1. Piense en una escalera cuyos escalones están numerados del cero al diez, de abajo hacia arriba. El escalón más alto representa la mejor calidad de vida para usted, y el más bajo, la peor. ¿En qué escalón de esa escalera siente que está en este momento?
¿En qué escalón cree que estará dentro de cinco años?
2. Sé que me graduaré de la escuela secundaria o bachillerato.
3. Hay una persona adulta en mi vida que se interesa en mi futuro.
4. Conozco muchas formas de obtener buenas calificaciones.
5. Uso todas mis energías para alcanzar mis objetivos.
6. Puedo encontrar muchas formas de solucionar cualquier problema.
7. Tengo la meta de encontrar un buen trabajo después de terminar la escuela secundaria/bachillerato/la universidad.
8. Tengo un(a) mejor amigo(a) en esta escuela.
9. Me siento seguro(a) en esta escuela.
10. Mis profesores hacen que sienta que mi trabajo escolar es importante.
11. En esta escuela tengo cada día la oportunidad de hacer lo que mejor sé hacer.
12. En la última semana, he recibido reconocimiento o elogios por un trabajo escolar bien hecho.
13. Mi escuela está dedicada y comprometida a incentivar el desarrollo de las fortalezas de cada uno de sus estudiantes.
14. En el último mes, dediqué voluntariamente mi tiempo a ayudar a otras personas.

Ahora, piense en el día de ayer (desde las primeras horas de la mañana hasta las últimas de la noche). A medida que responde a las siguientes seis preguntas, recuerde dónde estaba, qué estaba haciendo, con quién estaba y cómo se sentía.

15. En el transcurso del día de ayer, ¿lo(a) trataron con respeto en todo momento?
16. ¿Se rió o se sonrió con frecuencia ayer?
17. ¿Aprendió o hizo algo interesante ayer?
18. ¿Ayer se sintió con la energía suficiente para hacer todo lo que tenía que hacer?
19. ¿Tiene problemas de salud que le impidan hacer cualquiera de las cosas que las personas de su edad normalmente pueden hacer?
20. En el caso de tener algún problema, ¿cuenta con parientes o amigos que lo(a) puedan ayudar si los llegara a necesitar?

Luego de los 20 puntos principales se encuentran las **preguntas demográficas** y un punto asignado al azar. La Encuesta de Estudiantes de Gallup (Gallup Student Poll) será realizada a los estudiantes de los grados 5 a 12, a través de un sitio web seguro, en la escuela, durante el año escolar. Para obtener más información, visite www.gallupstudentpoll.com.

Appendix 2: Administrator Script

Please read the following instructions to students prior to administering the Gallup Student Poll. You may amend or edit these instructions as needed.

- Welcome to the Gallup Student Poll.
- Gallup will measure the hope, engagement, and wellbeing of fifth through twelfth grade students via a Web-based survey administered in America's schools.
- Your individual responses will be **completely confidential**. Under **no circumstances** will your responses be revealed to anyone.
- Please **do not talk** to anyone during the survey.
- If you have a question, please **raise your hand** and a teacher or I will help you.
- If you do not understand a question, answer it to the best of your ability.
- If you cannot read or understand a word, I or a teacher can read or define the word for you, but I cannot help you answer the question.
- If you would like to discuss this survey or how you feel about some of the items in the survey, please talk to a parent, teacher, or school guidance counselor.
- Thank you for participating. Your opinion counts!
- You may begin.

Appendix 3: Webinar Series

Gallup has developed Webinars to communicate information about the Gallup Student Poll to educators and community leaders. The Webinars are open and offered at various times during the year.

To participate in a Webinar, visit the Gallup Student Poll website at www.gallupstudentpoll.com. Select **Sign up now!** to register. Space is limited for each session.

GSP 101 — Gallup Student Poll: Understand the Purpose and Process

This Webinar reviews the mission, scope, and methodology of the Gallup Student Poll.

GSP 102 — Gallup Student Poll: Understanding the Data and the Scorecard

This Webinar provides an explanation and definition for data points reported on the Gallup Student Poll scorecard.

Appendix 4: Gallup Student Poll Word Definitions

The Gallup Student Poll is a survey of America's students in grades 5 through 12. Gallup is polling students to learn how they feel about their lives at home, at school, and in their community.

The items are carefully written, and students rarely have difficulty reading or understanding the survey items. However, some students who are not reading at their grade level may not be able to read or understand certain words on the Gallup Student Poll. To protect the integrity of the survey process, it is important that survey administrators have consistent definitions of the Gallup Student Poll words that might cause students difficulty.

Survey administrators and supervisors are encouraged **not** to interpret the polling items for students or explain what they mean; however, it is acceptable to read the below definitions to the students should they be unable to read or understand a word or phrase. While the list is not exhaustive, it provides definitions for most of the difficult words. Most of these words do not appear in the assessment but are included in optional indexes, which may be included in some administrations.

WORD	DEFINITION
accomplish	<ul style="list-style-type: none"> ■ do or complete ■ carry out ■ achieve ■ succeed in doing
achieve	<ul style="list-style-type: none"> ■ get by trying hard ■ do or carry out successfully ■ accomplish
adoptive	<ul style="list-style-type: none"> ■ related by adoption
agreement	<ul style="list-style-type: none"> ■ feel the same way
appreciate	<ul style="list-style-type: none"> ■ be grateful for or to ■ value ■ understand and accept the worth of
approximately	<ul style="list-style-type: none"> ■ about ■ nearly ■ almost exactly

Gallup Student Poll Word Definitions (*continued*)

WORD	DEFINITION
attention	<ul style="list-style-type: none"> ■ careful thought or notice ■ concentration on something
business	<ul style="list-style-type: none"> ■ the work a person does to earn money ■ a company or other group that buys and sells goods or services to make money
committed	<ul style="list-style-type: none"> ■ dedicated ■ enthusiastic ■ determined
communication	<ul style="list-style-type: none"> ■ conversation ■ talking to someone else ■ sharing or exchanging messages, information, or ideas
community	<ul style="list-style-type: none"> ■ a group of people living close together or having shared interests
conflicts	<ul style="list-style-type: none"> ■ disagreements ■ differences of opinion
consider	<ul style="list-style-type: none"> ■ think of ■ believe ■ feel
conversation	<ul style="list-style-type: none"> ■ talk between people ■ discussion
counselors	<ul style="list-style-type: none"> ■ people who give advice
coverage	<ul style="list-style-type: none"> ■ insurance ■ protection ■ security ■ the amount of protection available against loss or liability as provided by insurance or reserve funds

Gallup Student Poll Word Definitions (*continued*)

WORD	DEFINITION
current	<ul style="list-style-type: none"> ■ happening in the present time ■ existing
detention facility	<ul style="list-style-type: none"> ■ A place where juvenile offenders are held in custody, especially for a temporary period while awaiting court action on their cases
devote	<ul style="list-style-type: none"> ■ give ■ commit ■ dedicate
discusses	<ul style="list-style-type: none"> ■ talks together about
dissatisfied	<ul style="list-style-type: none"> ■ not pleased ■ disappointed ■ unhappy
energetically	<ul style="list-style-type: none"> ■ actively ■ effectively ■ eagerly ■ full of energy
engaging	<ul style="list-style-type: none"> ■ interesting ■ appealing
equipment	<ul style="list-style-type: none"> ■ anything made or to be used for a particular use ■ tools
examination	<ul style="list-style-type: none"> ■ inspection ■ check ■ analysis
exercise	<ul style="list-style-type: none"> ■ do physical activity to keep the body or mind strong or to make them stronger ■ work out

Gallup Student Poll Word Definitions (*continued*)

WORD	DEFINITION
expectations	<ul style="list-style-type: none"> ■ beliefs that something is likely to happen
experience	<ul style="list-style-type: none"> ■ go through, feel, or know
extremely	<ul style="list-style-type: none"> ■ very ■ a lot ■ exceedingly
future	<ul style="list-style-type: none"> ■ time that is yet to come
gender	<ul style="list-style-type: none"> ■ the sex (male or female) of a person or animal
good fit	<ul style="list-style-type: none"> ■ appropriate ■ right ■ suitable or acceptable for a particular function
graduate	<ul style="list-style-type: none"> ■ complete education ■ to be given a diploma upon finishing studies at a school or college
guardian	<ul style="list-style-type: none"> ■ a person who guards or protects ■ an adult chosen by law to be responsible for the care and protection of a child or a person who cannot care for himself or herself
guidance	<ul style="list-style-type: none"> ■ the act of guiding ■ advice
imagine	<ul style="list-style-type: none"> ■ picture in your mind ■ visualize ■ dream up
improve	<ul style="list-style-type: none"> ■ make better ■ become better ■ correct ■ help

Gallup Student Poll Word Definitions (*continued*)

WORD	DEFINITION
indicate	<ul style="list-style-type: none"> ■ show ■ point out ■ express
inspiration	<ul style="list-style-type: none"> ■ causing confident feelings ■ cause to happen
insurance	<ul style="list-style-type: none"> ■ protection ■ security ■ support ■ protection against certain accidents that is provided by a company in return for payment of a fee
interesting	<ul style="list-style-type: none"> ■ stimulating ■ appealing ■ entertaining
invalid	<ul style="list-style-type: none"> ■ no longer in effect ■ bad ■ useless
invest	<ul style="list-style-type: none"> ■ to spend time or money on ■ to use, give, or devote time or talent for a purpose or to achieve something
materials	<ul style="list-style-type: none"> ■ stuff ■ information ■ anything used for building or making something else
meaningful	<ul style="list-style-type: none"> ■ important ■ significant ■ serious ■ useful

Gallup Student Poll Word Definitions (*continued*)

WORD	DEFINITION
motivates	<ul style="list-style-type: none">■ excites■ prompts■ encourages■ inspires
neighborhood	<ul style="list-style-type: none">■ community■ where you live■ a small area in a city or town that is set off from other areas because it has a special character
opportunity	<ul style="list-style-type: none">■ chance■ occasion■ moment■ time
orientation	<ul style="list-style-type: none">■ attitude■ point of view■ opinion■ way of thinking■ tendency
participate	<ul style="list-style-type: none">■ take part in■ share■ join
percentage	<ul style="list-style-type: none">■ portion■ fraction■ proportion■ some part of a whole based on a total of one hundred parts
performance	<ul style="list-style-type: none">■ achievement■ accomplishment■ way of working or operating

Gallup Student Poll Word Definitions (*continued*)

WORD	DEFINITION
personally	<ul style="list-style-type: none"> ■ individually ■ by yourself ■ in your own opinion
physical	<ul style="list-style-type: none"> ■ having to do with the body
possibilities	<ul style="list-style-type: none"> ■ chances ■ things that might happen ■ opportunities
preference	<ul style="list-style-type: none"> ■ first choice ■ favorite ■ a person or thing that is liked better
pursue	<ul style="list-style-type: none"> ■ follow ■ chase ■ spend time doing ■ work at
race	<ul style="list-style-type: none"> ■ ethnic group ■ nationality ■ a human population sharing certain common physical characteristics that have been passed down from one generation to the next
realize	<ul style="list-style-type: none"> ■ make real or make happen ■ execute or achieve
recognition	<ul style="list-style-type: none"> ■ notice or approval ■ credit ■ acknowledgement
reflect	<ul style="list-style-type: none"> ■ think about ■ ponder ■ remember

Gallup Student Poll Word Definitions (*continued*)

WORD	DEFINITION
relationship	<ul style="list-style-type: none"> ■ a connection between people
religion	<ul style="list-style-type: none"> ■ a system of beliefs ■ faith ■ religion usually involves worship of a god or gods, and the belief in certain ideas about right and wrong behavior
represents	<ul style="list-style-type: none"> ■ stands for or is a sign of ■ means ■ symbolizes ■ portrays
required	<ul style="list-style-type: none"> ■ commanded ■ directed ■ expected ■ ordered
resolve	<ul style="list-style-type: none"> ■ deal with successfully ■ settle ■ decide
respect	<ul style="list-style-type: none"> ■ admiration ■ appreciation ■ courtesy ■ regard
satisfied	<ul style="list-style-type: none"> ■ pleased ■ confident ■ sure ■ happy
situations	<ul style="list-style-type: none"> ■ circumstances ■ conditions ■ settings

Gallup Student Poll Word Definitions (*continued*)

WORD	DEFINITION
strategies	<ul style="list-style-type: none"> ■ plans of action ■ approaches ■ methods ■ schemes
strengths	<p>Gallup definition of “strength”:</p> <ul style="list-style-type: none"> ■ the ability to consistently produce a positive outcome through near-perfect performance in a specific task <p>General definition:</p> <ul style="list-style-type: none"> ■ things you are good at
suppose	<ul style="list-style-type: none"> ■ believe or think ■ imagine ■ pretend
survey	<ul style="list-style-type: none"> ■ a list of questions used for gathering useful information from people ■ collecting of information on a particular subject from a small portion of the public
typical	<ul style="list-style-type: none"> ■ average ■ ordinary ■ regular ■ usual
variety	<ul style="list-style-type: none"> ■ selection ■ assortment ■ range ■ diversity ■ a number of different things in a group
volunteer	<ul style="list-style-type: none"> ■ offer to do something

Gallup Student Poll Word Definitions (*continued*)

WORD	DEFINITION
weaknesses	<p>Gallup weakness definition:</p> <ul style="list-style-type: none">■ lack of knowledge, skill, or talent that negatively affects your performance or that of others <p>General definition:</p> <ul style="list-style-type: none">■ things you're not good at■ shortcomings
well rested	<ul style="list-style-type: none">■ relaxed■ not tired■ feeling like you got enough sleep
yesterday	<ul style="list-style-type: none">■ the day before today

Note: Definitions borrowed or adapted from Wordsmyth (<http://wordsmyth.net>).

Appendix 5: Technical FAQ

What are the technical requirements to take the survey?

The survey is Web-based, so students will need to take it via a computer with Internet access and a Web browser. The Web browser must have JavaScript enabled, pop-up blocking disabled, and have the latest Adobe Flash player plug-in installed. The following browsers are compatible with the survey: Microsoft Internet Explorer 5.5 or later, Mozilla Firefox 1.0 or later, and Apple Safari 3.0 or later.

How can I check if my Web browser meets the requirements?

On the left side of the Gallup Student Poll home page, click the **browser compatibility test** link. This test will check your current Web browser to ensure that JavaScript is enabled, cookies are enabled, and the correct version of the Adobe Flash player plug-in is installed. If your browser meets these requirements, the test will indicate all three items as **PASSED**.

What version of the Adobe Flash player plug-in do I need?

To ensure optimal compatibility, we recommend you install the latest version from Adobe's website: <http://get.adobe.com/flashplayer/>. As of this writing, the latest version is 10.0.32.18.

How do I enable JavaScript?

Apple Safari (3.0+)

1. Select **Safari** from the top menu, then click **Preferences**.
2. In the window that appears, click the **Security** tab.
3. Select the **Enable JavaScript** check box.

Mozilla Firefox (1.0+)

1. From the **Tools** menu, select **Options**.
2. In the **Options** window, click the **Content** tab.
3. Select the **Enable JavaScript** check box.
4. Click **OK**.

Internet Explorer (5.5+)

1. From the **Tools** menu, select **Internet Options**.
 2. In the **Internet Options** window, click the **Security** tab.
 3. Click the **Custom Level...** button.
 4. Scroll to the bottom of the **Security Settings** window.
 5. Under **Active Scripting**, select **Enable**.
 6. Click **OK**, then click **OK** to close the **Internet Options** window.
-

How do I disable pop-up blocking?**Apple Safari (3.0+)**

1. Select **Safari** from the top menu.
2. Click **Block Pop-Up Windows** so that a check mark does not appear next to it.

Mozilla Firefox (1.0+)

1. From the **Tools** menu, select **Options**.
2. In the **Options** window, click the **Content** tab.
3. Clear the **Block pop-up windows** check box.
4. Click **OK**.

Internet Explorer (6.0+)

1. From the **Tools** menu, select **Pop-up Blocker**.
2. Click **Turn Off Pop-up Blocker**.

How do I set up my computers so students can take the survey?

On each computer that will be used to take the survey, navigate to the Gallup Student Poll website and log in with the username and password you created when you registered your school. Then, click **access student poll**. You will only need to do this once per computer for each day of the survey. You should also ensure that the Web browser has JavaScript enabled and pop-up blocking disabled.

Do I have to log in every time a student needs to take the survey?

No. You only have to do this once per computer for each day of the survey. After a student completes the survey, the survey scrolls back to the beginning. The next student can then sit down at the computer, choose their language preference, and take the survey.

Will the website ever log me out during the survey?

The website will automatically log you out after four hours of inactivity. If this happens, you will need to log back in with your username and password.

What school information do I need to provide when registering on the website?

When you register your school on the website, you will need to provide your school's National School ID. This is maintained by the National Center for Educational Statistics. If you do not have this ID, you can find it at <http://nces.ed.gov/ccd/schoolsearch>.

Whom do I contact for technical support?

Technical support is provided by Gallup and is available by e-mail at studentpoll@gallup.com or by phone at 866.346.4408. Phone support is available Monday through Thursday from 7:00 a.m. to 7:00 p.m. CST and Friday from 7:00 a.m. to 5:00 p.m. CST. When requesting assistance via e-mail, please include your National District ID and National School ID, if available.



Appendix 6: Sample Letters

Example: Principals may send the following sample letter home with students to inform them of their school's participation in the Gallup Student Poll.

<DATE>

Dear Student,

Our school has elected to participate in the Gallup Student Poll. By taking this important step, we are joining thousands of other schools in helping to measure the hope, engagement, and wellbeing of America's students. By participating in this survey, you can safely share what you think about your life in school, at home, and in your community.

Successful Students

Gallup is partnering with America's Promise Alliance to find ways to help you experience success in school and life.

A Web-Based Survey

The Gallup Student Poll is a **10-minute** Web-based survey for students in **grades 5 through 12**. Gallup is a polling company that will collect and safely store all of your responses. Gallup will not reveal your personal responses. The Gallup Student Poll contains 20 core items and demographic items. After the survey period is over, your principal will receive an electronic scorecard with your school's results.

Survey Dates

The Gallup Student Poll will take place once during each school year. (The first poll was taken in March 2009.) Students will take the survey during school hours during a selected two- or three-week field period Tuesday through Friday.

More Information

If you have questions about the survey or would like to discuss how the questions made you feel, please talk to your parent/guardian, teacher, or guidance counselor. You may also visit the Gallup Student Poll website at www.gallupstudentpoll.com.

Thank you for participating in the Gallup Student Poll. Your opinions count!

Sincerely,

<PRINCIPAL NAME>

Example: Principals may send the following sample letter home with students to inform them of their school's participation in the Gallup Student Poll.

<DATE>

Estimado/a estudiante:

Nuestra escuela ha elegido participar en la Encuesta de Estudiantes de Gallup (Gallup Student Poll). Al tomar este importante paso, nos unimos a miles de otras escuelas para ayudar a medir la esperanza, el compromiso y el bienestar de los estudiantes de los Estados Unidos. Al participar en esta encuesta, puede compartir con franqueza lo que piensa sobre su vida en la escuela, en su casa y en su comunidad.

Estudiantes exitosos

Gallup se asocia con America's Promise Alliance para encontrar vías para ayudarle a ser exitoso en la escuela y en la vida.

Una encuesta basada en la Web

La Encuesta de Estudiantes de Gallup (Gallup Student Poll) consiste en una encuesta de **10 minutos** basada en la Web, dirigida a estudiantes de los **grados 5 a 12**. Gallup es una compañía que realiza sondeos. Ellos juntarán y guardarán de manera segura todas sus respuestas. La Encuesta de Estudiantes de Gallup (Gallup Student Poll) contiene 20 puntos principales y preguntas demográficas. Bajo ninguna circunstancia Gallup revelará sus respuestas individuales. Luego de que finalice el periodo de encuestas, el director recibirá una tarjeta electrónica con los resultados de la escuela.

Fechas de la encuesta

La Encuesta de Estudiantes de Gallup (Gallup Student Poll) se realizará cada año escolar. La primera encuesta se realizó en marzo de 2009. Los estudiantes harán la encuesta en el horario escolar en un periodo de trabajo de campo seleccionado, entre el martes y el viernes.

Más información

Si desea realizar consultas acerca de la encuesta o si quisiera discutir cómo le han hecho sentir las preguntas, hable con su padre/tutor, docente o consejero de orientación. También puede visitar el sitio web de la Encuesta de Estudiantes de Gallup en www.gallupstudentpoll.com.

Gracias por participar en la Encuesta de Estudiantes de Gallup. ¡Su opinión cuenta!

Atentamente,

<PRINCIPAL NAME>

Example: Superintendents or principals may send the following sample letter to parents/guardians to inform them of the school's/district's participation in the Gallup Student Poll.

<DATE>

Dear Parents/Guardians,

Our school district has elected to participate in the Gallup Student Poll. By taking this important step, we are joining thousands of other schools in helping to measure the hope, engagement, and wellbeing of America's students.

Measuring Hope, Engagement, and Wellbeing

Gallup's research has shown that hope, engagement, and wellbeing are key factors that drive student grades, achievement scores, retention, and future employment. In partnership with America's Promise Alliance, the Gallup Student Poll is dedicated to measuring these three key factors of America's students. Hope, engagement, and wellbeing are actionable targets and indicators of success. By tapping into the hearts and minds of America's students, the Gallup Student Poll will provide crucial insight to help facilitate new conversations and solutions for student success in school and life.

A Web-Based Survey

The Gallup Student Poll consists of a **10-minute** Web-based survey, administered to students in **grades 5 through 12**, and conducted over a two- or three-week period at school. It contains 20 core items, demographic items, and may include one randomly assigned index. All data are stored, aggregated, and analyzed by Gallup. At the close of the filed period, the school principal will receive an electronic scorecard of the school's results. The district will also receive an overall scorecard.

Survey Dates

The Gallup Student Poll will take place once during each school year. The inaugural poll was launched in March 2009. Students will take the survey during school hours on a selected two-week field period Tuesday through Friday.

More Information

Visit the Gallup Student Poll website at www.gallupstudentpoll.com.

Sincerely,

<SUPERINTENDENT NAME OR PRINCIPAL NAME>

Example: Superintendents or principals may send the following sample letter to parents/guardians to inform them of the school's/district's participation in the Gallup Student Poll.

<DATE>

Estimados padres/tutores:

Nuestro distrito escolar ha elegido participar en la Encuesta de Estudiantes de Gallup (Gallup Student Poll). Al tomar este importante paso, nos unimos a miles de otras escuelas para ayudar a medir la esperanza, el compromiso y el bienestar de los estudiantes de los Estados Unidos.

Medir la esperanza, el compromiso y el bienestar

Las investigaciones de Gallup han demostrado que la esperanza, el compromiso y el bienestar son factores clave que mejoran las calificaciones de los estudiantes, los logros en las puntuaciones, la retención y los futuros empleos. En colaboración con America's Promise Alliance, la Encuesta de Estudiantes de Gallup (Gallup Student Poll) se dedica a medir estos tres factores clave de los estudiantes de Estados Unidos. La esperanza, el compromiso y el bienestar son objetivos para poner en práctica e indicadores del éxito. Al conocer las mentes y los corazones de los estudiantes de los Estados Unidos, la Encuesta de Estudiantes de Gallup (Gallup Student Poll) proporcionará elementos determinantes que ayudarán a promover el diálogo y soluciones para los estudiantes en la escuela y en la vida.

Una encuesta basada en la Web

La encuesta de estudiantes de Gallup (Gallup Student Poll) consiste en una encuesta basada en la Web **de 10 minutos**, que se da a estudiantes de los **grados 5 al 12**, y que se realiza durante dos o tres semanas en la escuela. Contiene 20 puntos principales, preguntas demográficas y otro punto asignado al azar. Todos los datos son guardados, agrupados y analizados por Gallup. Al finalizar el periodo, el director de la escuela recibirá una tarjeta electrónica con los resultados de la escuela. El distrito también recibirá una tarjeta de resultados globales.

Fechas de la encuesta

La Encuesta de Estudiantes de Gallup (Gallup Student Poll) se realizará cada año escolar. La encuesta de apertura se lanzó en marzo de 2009. Los estudiantes harán la encuesta en el horario escolar en un periodo de trabajo de campo seleccionado, entre el martes y el viernes.

Más información

Visite el sitio web de la Encuesta de Estudiantes de Gallup en www.gallupstudentpoll.com.

Atentamente,

<SUPERINTENDENT NAME OR PRINCIPAL NAME>

Example: Superintendents may send the following sample letter to principals, teachers, or other administrators to inform them of the district's participation in the Gallup Student Poll.

<DATE>

Dear <PRINCIPAL/TEACHER/ADMINISTRATOR NAME>,

Our district has elected to participate in the Gallup Student Poll. By taking this important step, we are joining thousands of other districts in helping to measure the hope, engagement, and wellbeing of America's students.

Measuring Hope, Engagement, and Wellbeing

Gallup's research has shown that hope, engagement, and wellbeing are key factors that drive student grades, achievement scores, retention, and future employment. In partnership with America's Promise Alliance, the Gallup Student Poll is dedicated to measuring these three key factors of America's students. Hope, engagement, and wellbeing are actionable targets and indicators of success. By tapping into the hearts and minds of America's students, the Gallup Student Poll will provide crucial insight to help facilitate new conversations and solutions for student success in school and life.

A Web-Based Survey

The Gallup Student Poll consists of a **10-minute** Web-based survey, administered to students in **grades 5 through 12**. It contains 20 core items, demographic items, and include one randomly assigned index. It is conducted over a two-week period in a school classroom or computer lab. All data are stored, aggregated, and analyzed by Gallup. At the close of the field period, an electronic scorecard with your school's results and a solutions framework will be available. The district will also receive an overall scorecard.

Survey Dates

The Gallup Student Poll will take place once during each school year. The inaugural poll was launched in March 2009. Each school will have two or three weeks to administer the poll. The survey will be available **Tuesday through Friday** during school hours only. Our district will administer the poll from <DATE> to <DATE>. Our district's Gallup Student Poll project leader is <NAME>. Principals will receive an invitation to register an account on the Gallup Student Poll website.

Please note that the first person to register an account is automatically made the primary administrative user on the website for the school they are registering. **The primary administrative user will have access to the data and scorecard; therefore, the principal should be registered as one of the primary administrative users for your school.**

More Information

Please visit the Gallup Student Poll website at www.gallupstudentpoll.com.

Sincerely,

<District Project Administrator or Superintendent>

Example: Superintendents or principals may use the following sample letter to thank Gallup Student Poll project leaders for facilitating the survey in their school/district.

<DATE>

Dear <PROJECT LEADER NAME>,

Thank you for helping our students be heard during the recent administration of the Gallup Student Poll. More than <NUMBER> students in grades 5 through 12 from <SCHOOL/DISTRICT> shared their opinions about their lives at home, in school, and in our community.

Soon <SCHOOLNAMEANDDISTRICTNAME> will receive a scorecard displaying the level of hope, engagement, and wellbeing in our students. We look forward to sharing these results with you and other members of our community so we may begin to find solutions to improve these three important factors for future student success.

Once again, thank you for your help and participation. Dialogue about solutions will begin soon.

Sincerely,

<SUPERINTENDENT NAME OR PRINCIPAL NAME>

NOTES

A large, empty rectangular box with a thin black border, intended for taking notes. The box is positioned below the 'NOTES' header and occupies most of the page's vertical space.

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