



Office of Accountability

Karl J. Kania

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Rochester City School District

131 West Broad Street

Rochester, New York 14614

www.rcsdk12.org

Memorandum

Date: January 5, 2022

To: School Chiefs & Principals

Re: RCSD Plan for Completing the SED Required Student Digital Equity Survey

Beginning this school year, all public schools and BOCES will report on students' access to devices and broadband in their places of residence via the Student Information and Repository System (SIRS). This information will replace the Technology questions 8B and 8D currently collected as part of the Basic Education Data System (BEDS) Institutional Master File (IMF).

NYSED is requiring that this be reported on a student by student basis. In order to meet this obligation, school districts are asked to administer a Student Digital Equity Survey (SDES) to parents/guardians and/or students. If given to parents, the expectation is that a survey is completed for each child.

Since receiving the communication of this reporting requirement from NYSED, an internal RCSD SDES Workgroup (composed of members from Accountability, Communications, IT and IM&T) has met to plan collecting, documenting and reporting these data. This workgroup focused on the least burdensome (for parents and schools), widest -ranging method of accomplishing the task without compromising data quality.

As such, the following was determined:

- Provide a variety of ways to complete the survey (Parent Portal, Google forms, online Edulastic assessment, bubble sheets).
- Administer the SDES to students in grades 7-12 using their Chromebooks, during English class.
- Collect the SDES from parents for students in grades K-6.

Timeline for implementation:

Date / Estimated Date	Action
January 10, 2022	Robocall to all parents/guardians of 7 th -12 th grade students informing them that their child will be completing a Student Digital Equity Survey during English class.
January 14, 2022	Communication goes out to 7 th -12 th grade English teachers via the test coordinators asking them to administer the SDES during class.
January 18-26, 2022	7 th – 12 th grade English teachers administer the SDES during class.
January 31, 2022	SDES for parents available in Parent Portal and as a Google Form on a webpage.
February 4, 2022	Robocall to all parents/guardians of K-6 th grade students informing them of the Student Digital Equity Survey and that a notice will be sent to them along with their child's report card during the week of February 7 th . The notice will explain how they can complete the survey either via Parent Portal or Google form.
February 7-11, 2022	Deliver how-to notice to K-6 th grade parents in students' backpacks along with report cards.
March 1, 2022	Identify students/parents who have not completed the survey and communicate that with principals.
March 2 – June 1, 2022	Schools continue outreach to parents/guardians and/or students to complete the SDES.

NYSED has created verification reports to help schools monitor its completion of the SDES. The reports are provided in Level 2. I will send communication regarding these reports when it is time to engage schools in the survey process.

I will send reminders and updates to School Chiefs and Principals during this implementation. Regardless, please reach out to me if you have any questions.

CC: G. Morris
K. Black
Communications
SDES Workgroup

UPDATED 01/12/2022