



# ADE Office of Special Education

## Family Survey: Quick Guide for Schools & Families



The Family Survey is a required part of special education reporting under IDEA (Indicator 8: Family Involvement). Families of students receiving special education services are given the opportunity to share their perspectives on how schools support family involvement and student outcomes. Survey responses are used to improve programs and services for children with disabilities.

### WHO MUST BE OFFERED THE SURVEY

- All parents/guardians of students receiving special education services
- The opportunity must be offered **at least once annually**
- The opportunity must be **documented**, even if the parent chooses not to participate

Offering the survey is a **compliance requirement**.

### WHEN TO OFFER THE SURVEY (BEST PRACTICE)

Districts with higher response rates consistently:

- Offer the survey **face-to-face** during the **Annual Review / IEP meeting**
- Provide time for parents to complete it **before or after the meeting**
- Use additional opportunities such as parent-teacher conferences when needed

Surveys are **available year-round**.

Surveys sent home without explanation or support are far less likely to be completed.

### HOW FAMILIES CAN COMPLETE THE SURVEY

Families may choose **one** of the following options:

#### OPTION 1: ONLINE SURVEY (RECOMMENDED)- **DUE July 1**

- [Available](#) in **English & Spanish**
- Can be completed at school or from home
- Available [online](#) via computer or cell phone
- Submitted directly to the state system
- **Confidential and anonymous**
- Provide [instructions](#) with the district **login** (a 4-digit district ID) and **password** (all vowels)

#### Basic Steps for Families

1. Visit the Special Education Family Surveys [webpage](#)
2. Select **Family Outcomes Survey – School Age or Early Childhood**
3. Enter the **LEA User ID** and **Family Survey password**
4. Complete and submit the survey

#### OPTION 2: PAPER SCAN FORM- **DUE July 15 to ADE OSE**

- Must be the **original Scantron form** (no photocopies)
- Completed in **pencil only**
- **Returned** to the district for processing
- **District sends all scantrons to**  
ADE OSE IDEA Data & Research Office, 1401 W. Capitol, Suite 450, Little Rock, AR 72201
- **Request copies** of Scantrons using the [request form](#).



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## REQUIRED INFORMATION ON PAPER SURVEYS (STAFF RESPONSIBILITY)

Before giving a paper survey to a parent, staff should complete:

- **LEA Number** (required)
- **Building Code or Resident LEA - Race/Ethnicity** (select all that apply)
- **Primary Disability** (select only one)

Incomplete or incorrect information can affect reporting and compliance.

## CONFIDENTIALITY & FAMILY ASSURANCES

- Surveys are **anonymous**
- Individual responses **cannot be viewed by the district**
- Results are used only for **program improvement and federal reporting**
- Families should be encouraged to answer honestly

## DOCUMENTATION REQUIREMENTS (STAFF CHECKLIST)

Each time the survey is offered, document:

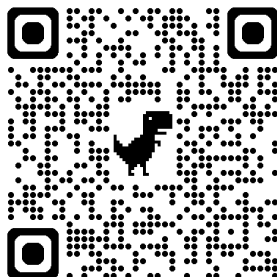
- ✓ **Date** the opportunity was provided
- ✓ **Method** (online, paper, face-to-face, mail, etc.)
- ✓ **Whether the parent accepted or declined**

This documentation is reviewed during monitoring.

## KEYS TO IMPROVING RESPONSE RATES

- Clearly explain **why** the survey matters
- Allow time to complete the survey **during meetings**
- Ensure all staff understand expectations and procedures
- Monitor participation and follow up when needed

## PRINT AND SHARE THE SURVEY WEBSITE VIA QR CODE



<https://arksped.ade.arkansas.gov/Applications/Surveys/>



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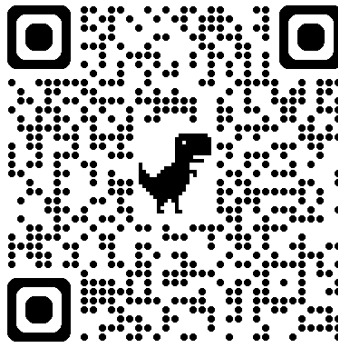
## APPENDIX A: FAMILY-FRIENDLY HANDOUT TEXT

### Your Voice Matters!

Each year, families of students receiving special education services are invited to complete a short Family Survey. The survey asks about how well schools work with families to support student learning and success.

- Participation is **voluntary**
- Responses are **anonymous**
- The survey takes only a few minutes to complete

Your feedback helps improve special education programs and services for students and families.



## APPENDIX B: STAFF SCRIPT FOR OFFERING THE FAMILY SURVEY

*(Suggested language during IEP/Annual Review meetings)*

As part of our annual special education requirements, we offer families the opportunity to complete a Family Survey. The survey asks about how well schools support family involvement. It is completely voluntary and anonymous, and your responses help improve services for students with disabilities. You may complete it online or on paper today if you'd like.

**Consistent, well-documented surveys offer support, compliance, strengthen partnerships, and elevate family voice.**

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**Questions and concerns**, please contact the IDEA Data & Research Office at 501-682-4221.  
ADE OSE IDEA Data & Research Office, 1401 W. Capitol, Suite 450, Little Rock, AR 72201