



## Speak Up Survey Instructions for Parents

Speak Up 2011 is open for input Oct 10<sup>th</sup> – Dec 23<sup>rd</sup>

- Step 1:** Go to the Speak Up Welcome page at <http://www.speakup4schools.org/speakup2011/>
- Step 2:** Click on the Blue button to the bottom-left labeled “Parents enter here to take the survey”.
- Step 3:** Look up your child’s school
- 1.) Click on the state drop down button and select the state where your school is located
  - 2.) Go down to the next line and type in your child’s school name \* This can be any part of the school name. For example: for the school St. Agnes-St. Dominic- you can type in Agnes or St. Dom or St. to search.
  - 3.) Click on the “Find School” button  
*\* please note if your child’s school is not listed, please click on the blue “click here” button to go on to the survey. Please skip to step 5.*
- Step 4:** On the schools found page a list of schools matching the letters you typed in will show up. **Click on the school that matches your school’s name** (the city should match as well)
- Step 5:** If you do not see your child’s school, please try again by clicking on the search again button at the bottom of the screen. Try step 3 again but try using less letters from the school’s name (For example: just type in the first three letters of the school’s name).
- 1.) If you still do not see your child’s school’s name, please click on the blue “click here” button to go directly to the survey without entering your school’s information.
- Step 6:** You will now begin the survey. Please read the Parent’s introduction page. Then click on the red arrow (next) to begin the survey.
- 1.) Please use the **RED** arrow tabs labeled next and back to go to the next page (not the browser buttons).
  - 2.) Please read questions thoroughly. For questions with circles you will choose one answer and for questions with squares you choose all that apply.
  - 3.) If you are unsure of a question just skip to the next question.

**Thank you for your participation in Speak Up 2011!**