



# Directions for Taking the School Climate Survey

The Link below will bring to the School Climate Survey. You can copy this URL to send to all stakeholders.

[https://montanaopi.sjc1.qualtrics.com/jfe/form/SV\\_8zTJFItSPBybj6](https://montanaopi.sjc1.qualtrics.com/jfe/form/SV_8zTJFItSPBybj6)

## 1. Getting Started

- When the School Climate Survey is first opened, there will be some preliminary questions to get each stakeholder to the right set of survey questions.
- Please show your students which survey to take either the grades 3-8 or grades 9-12. The questions are worded differently for each grade band.

## 2. Rating Scale

- The Scale is graded as follows:
  - 1 = Strongly Agree
  - 2 = Agree
  - 3 = Neutral (I don't have strong feelings one way or another)
  - 4 = Disagree
  - 5 = Strongly Disagree

## 4. District Survey Window

- Each district will independently determine the window of time responses will be accepted.
- The district should communicate the response deadline clearly to all stakeholders.
- When the response window closes, the district superintendent should:
  - Go to [School Accreditation](#)
  - Click on [School Climate Survey](#)
  - Click on [Request District School Climate Access](#)



## 5. Receiving Results

- After the District Superintendent submits the request, OPI will create a Qualtrics account for the superintendent.
- OPI staff will contact the superintendent directly to provide assistance and next steps.
- Beginning in School Year 2025–2026, District Superintendents will be able to log in to the School Climate Survey Dashboard to independently access and download their district results.

## Additional Information and Suggestions

- Parents/Caregivers with children in more than one school, have the option to fill out a survey for each school.
- If there is more than one child at the same school, complete only one survey.
- To get parents and caregivers to participate, set up some laptops on a table at events.
- Set up a time for classes to take the survey at the same time.
- Set up a time for staff to take the 20-question survey at a staff meeting.

## Troubleshooting Tips

If you or your stakeholders have trouble opening the School Climate Survey, try the following steps:

1. Clear Cache and Cookies
  - Follow the instructions for your browser:
    - [Google Chrome](#)
    - [Microsoft Edge](#)
    - [Safari](#)
2. Restart the Device
  - Restarting can help clear temporary issues preventing the CNA from loading properly.