



Special Instructions for English Language Learners and Special Needs Students

FACILITATOR INSTRUCTIONS

For students who have difficulty reading the survey on their own, use the following support strategies:

- Administer the survey to ELL and special needs students singly or in **small group sessions** of 2-5 students.
- Follow steps on the form: **Instructions for Elementary/Middle School Student Surveys**, but continue to read each question with the student(s) through the entire survey.
- After you read a question and the response options, **let students take their time answering each question.**
- If students say they don't understand the question, re-read the question slowly. Do not re-word the question and do not explain it in your own words. Instead, tell the students to choose the answer that they think fits best for them.
- If they do not understand the response options you may give them examples to explain what the response options mean, but **DO NOT REWORD QUESTIONS.**
- For confidentiality reasons, **turn your head away while students answer each question.** Make sure they understand that you are not looking at how they answer the questions.
- If an ELL student's primary language is Spanish and they are able to understand and/or **read Spanish better than English** they have the **option to take the survey in Spanish** [see drop down option on right hand corner of first page of student survey]. The support strategies above can be used to administer the Spanish version of the student survey if staff who are fluent in Spanish are available.