



Activity Handout

Activity: Parent Input

Purpose

The purpose of the Parent Input activity is for the local educational agency (LEA) to better understand parent/guardian opinions, perspectives, perceptions, and experiences related to their student receiving special education supports and services, and how the LEA engages parents/guardians in the Individualized Education Program (IEP) and special education process to improve services, learning environments, and outcomes for children and families. This CIM Step 1 activity applies to LEAs in the Intensive and Targeted Monitoring tiers as follows:

- **Intensive Monitoring** – Parent Input is required for all Intensive Level 1, 2, and 3 LEAs.
- **Targeted Monitoring** – Parent Input is required for all Targeted Level 3 LEAs; it is also required for any Targeted Level 1 or 2 LEA that did not meet the statewide target on Element/Indicator 8–Parent Involvement.

Instructions

1. Select Parent Input Tools and Methodology:

- **Intensive tier** LEAs must use the [CDE Special Education Division \(SED\) Special Education Parent Survey coordinated through Seeds of Partnership](#). The CDE encourages LEAs to also consider additional means of gathering input from parents and families that focus on factors that contributed to missed targets or related to Disproportionality.
- **Targeted tier** LEAs that need to complete the Parent Input activity may opt to use the CDE SED Special Education Parent Survey, but it is not required. Targeted LEAs may instead consider varied tools and methodologies (i.e., including but not limited to focus groups, interviews, surveys, suggestion box, etc.). Whichever method of collecting parent input the Targeted LEA uses, it must include input from parents of students with IEPs.

2. Document:

- **Intensive tier LEAs** will document which input tools and methodologies were utilized and record relevant findings from the response data gathered, including areas of strength and weakness that emerged from the input collected. As part of the review, the CIM team will determine if additional parent input is needed, and which tools and methods will be utilized.
- **Targeted tier LEAs** will create and submit a Parent Input activity summary that includes descriptions of the target group; the tools, sources, and/or methodologies used; participation numbers or rates; patterns or trends observed among responses; new information learned; and areas that need to be addressed.

How to Use the CDE SED Special Education Parent Survey:

This survey is designed to provide LEAs and the CDE with information on parents' experience of their child receiving special education services over the past year and how well schools are supporting parents' involvement in this process. This survey is connected to a reporting system supported by Seeds of Partnership, a CDE SED Technical Assistance Provider. If using this survey, the following steps are required.

- I. **User Account:** The LEA must first set up a user account each year this survey is to be used. The LEA CIM team lead will complete a registration form at [Registration Form Link](#) indicating interest in using this survey tool and reporting system. Seeds of Partnership staff will reach out to the CIM team lead and create a primary user account in the Monitoring Parent Input System Administrative Site.
- II. **Access Admin Site:** Once step one is complete and access established, LEAs will be able to log in on the [Parent Input System Admin Site](#) and start using this survey.

- a. **Watch:** Video tutorials CDE SED Special Education Parent Survey
 - i. Seeds of Partnership video tutorial: [CDE Special Education Division \(SED\) Monitoring Parent Input Information System Overview](#)
 - ii. Seeds of Partnership video tutorial: [CDE SED Monitoring Parent Input Information System-Parent Input-Getting Started](#)

Note for Targeted tier LEAs: Although the above videos reference the Intensive Monitoring tier, the instructions also apply to Targeted tier LEAs that opt to use the CDE SED Special Education Parent Survey. However, the CDE will not strictly apply the 20% minimum response rate goal to Targeted tier LEAs.

- b. **Access:** The LEA CIM team lead can access the LEA account to review LEA profile information, review response reports, and provide Community Advisory Committee and Family Engagement contact information.
- c. **Disseminate Survey:** The LEA CIM team will disseminate the CDE SED Special Education Parent Survey [online link](#), hardcopy, or both to all parents of students receiving special education services in their LEA. Please note the survey window open/close dates per CIM year.
- d. **Collection of Survey:** Parents complete surveys online or a hardcopy, which is returned to the Seeds of Partnership office via U.S. Postal Service at P.O. Box 269003, Sacramento, CA 95826 for data entry. The CDE has set a 20% survey return rate goal. The LEA CIM team lead will need to monitor the return rate through the Parent Input System Admin Site return rate report and strategize steps to elicit maximum parent input during the survey window duration. View the supporting document on [suggestions for increasing parent survey response rate](#).
- e. **Review Reports:** Once the CDE SED Special Education Parent Survey window closes, and any surveys submitted to Seeds of Partnership by mail are entered, the CIM team will have access to review all reports available through the Seeds of Partnership website, within the monitoring information system, to record findings.
 - i. Seeds of Partnership video tutorial: [CDE SED Monitoring Parent Input Information System-Reports](#)
 - ii. Seeds of Partnership video tutorial: [CDE SED Monitoring parent Input Information System- Data Reflection Analysis](#)
- f. **Support/Questions:** Email seeds@scoe.net

Resources

[California Department of Education, Special Education Division Special Education Monitoring Parent Survey through Seeds of Partnership](#)